

**JOINT TRAVEL REGULATIONS****VOLUME 2****CHANGE 509**

Alexandria, VA

1 March 2008

These regulation changes are issued for all Department of Defense civilian employees. New or revised material is indicated by a star and is effective 1 March 2008 unless otherwise indicated.

**LYNN S. HEIRAKUJI**

Deputy Assistant Secretary of the Army  
Manpower and Reserve Affairs  
(Personnel Oversight)

**LYNDA DAVIS**

Deputy Assistant Secretary of the Navy  
(Military Personnel Programs)

**RONALD A. WINTER**

Deputy Assistant Secretary of the Air Force  
(Force Management Integration)

This change includes all material written in the following CAP Items: 81-07(E), 82-07(E), 96-07(E), 100-07(E), 109-07(I), 110-07(I), and 4-08(I).

Insert the attached pages and remove the corresponding pages.

Remove and replace the following: Ch 2-Table of Contents; Ch 2-Part D2; Ch 2-Part D4; Ch 2-Part H; Ch 5-Table of Contents; Ch 5-Part C3; Ch 5-Part K; Ch 5-Part O; Ch 5-Part Q1; Ch 6-Table of Contents; Ch 7-Table of Contents; Ch 7-Part I; App O-Table of Contents and App S.

This cover page replaces the Change 508 cover page.

**BRIEF OF REVISION**

These are among the major changes made by Change 509:

C1052-C4d. Updates the term “transportation agreement” to “service agreement”.

Ch 2-Table of Contents. Aligns TOC with associated Parts and Sections.

C2401. Matches the allowances for local travel in JTR, Chapter 2 with those in App O.

C2159-D. Adds new par. Clarifies that parking fees are not reimbursable for PDT.

C2186. Deletes par. C2186 which is in direct conflict with par. C2156.

Ch 3, pars. C3104-B2a, C3104-C2, and C3104-D1c. Updates the term “transportation agreement” to “service agreement”.

C3104-A2g. Adds new par. Clarifies that the Relocation Services Authorized block on the original PCS travel authorization must be checked in all cases that the employee is/may be authorized relocation services. Relocation Services may not be authorized on an amendment to the original PCS order.

C4510-C3b. Updates the term “transportation agreement” to “service agreement”.

C4554-B. Clarifies that the basic philosophy on deductible meals is that the Government should not pay for the same meal twice.

Ch 5-Table of Contents. Aligns TOC with associated Parts and Sections.

Ch 5, pars C5080-C8, C5085-F2b(3), C5180-C2c(2), C5305-A2, C5542-A, C5542-B2d, C5570-C6b(1)(a), C5608-1, and C5705-A, Note. Updates the term “transportation agreement” to “service agreement”.

C5810-E. Adds new par. Clarifies that the Relocation Services Authorized block on the original PCS travel authorization/order must be checked in all cases that the employee is/may be authorized relocation services. Relocation Services may not be authorized on an amendment to the original PCS authorization/order.

Ch 6-Table of Contents. Corrects erroneous error in footer.

Ch 7-Table of Contents. Aligns TOC with associated Parts and Sections.

C7751. Adds new par. Authorizes R&R leave transportation for eligible DOD civilian employees on official duty in Iraq or Afghanistan.

App O-Table of Contents. Aligns TOC with associated Parts and Sections.

App O, T4030-L. Adds new par. Matches the allowances for local travel in JTR, Chapter 2 with those in App O.

App O, T4040-A2c and d. Clarifies that the basic philosophy on deductible meals is that the Government should not pay for the same meal twice.

App O, T4040-D1. Matches the allowances for local travel in JTR, Chapter 2 with those in App O.

App S. Recertifies 29 authorized FEML locations for EUCCOM.

JOINT TRAVEL REGULATIONS

VOLUME 2

Following is a list of sheets in force in Joint Travel Regulations, Volume 2 that are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
501	Title-i	509	C2D4-1	464	C4C-3	454	C4Q-1	505	C5C5-3
509	CL-i	509	C2D4-3	463	C4D-1	420	C4R-1	506	C5C5-5
509	CL-iii	509	C2D4-5	459	C4E-1	493	C4S-1	492	C5D-1
501	Intro-i	509	C2D4-7	459	C4F-1	453	C4T-1	505	C5D-3
501	Intro-iii	506	C2E-1	459	C4G-1	453	C4T-3	486	C5D-5
507	TOC-i	497	C2E-3	477	C4H-1	509	C5-i	508	C5D-7
507	TOC-iii	497	C2E-5	468	C4I-1	509	C5-iii	478	C5D-9
507	TOC-v	506	C2E-7	468	C4I-3	509	C5-v	477	C5D-11
474	C1-i	506	C2E-9	471	C4J-1	509	C5-vii	490	C5D-13
497	C1-iii	484	C2E-11	477	C4J-3	509	C5-ix	509	C5D-15
493	C1-v	506	C2E-13	474	C4J-5	509	C5-xi	509	C5D-17
490	C1A-1	492	C2E-15	506	C4J-7	509	C5-xiii	505	C5D-19
490	C1A-3	486	C2E-17	483	C4K-1	509	C5-xv	481	C5D-21
477	C1B-1	480	C2F-1	509	C4K-3	509	C5-xvii	500	C5D-23
509	C1B-3	486	C2G-1	470	C4K-5	509	C5-xix	477	C5E1-1
477	C1B-5	507	C2G-3	487	C4K-7	509	C5-xxi	502	C5E2-1
500	C1B-7	509	C2H-1	508	C4L-1	486	C5A-1	508	C5E2-3
507	C1B-9	509	C2H-3	508	C4L-3	459	C5A-3	505	C5E2-5
507	C1B-11	506	C2I-1	508	C4L-5	500	C5A-5	505	C5E2-7
477	C1B-13	479	C2J-1	508	C4L-7	508	C5A-7	505	C5E2-9
506	C1C-1	475	C3-i	509	C4L-9	500	C5A-9	506	C5E3-1
447	C1D-1	506	C3A-1	509	C4L-11	507	C5B-1	484	C5F-1
500	C1E-1	506	C3A-3	509	C4L-13	507	C5B-3	477	C5F-3
499	C1F-1	506	C3B-1	508	C4L-15	507	C5B-5	477	C5F-5
494	C1F-3	475	C3B-3	508	C4L-17	507	C5B-7	477	C5F-7
506	C1F-5	497	C3C-1	508	C4L-19	509	C5B-9	509	C5G-1
493	C1F-7	509	C3C-3	508	C4L-21	507	C5B-11	500	C5G-3
509	C2-i	509	C3C-5	508	C4L-23	508	C5B-13	489	C5G-5
509	C2-iii	509	C3C-7	508	C4L-25	509	C5B-15	508	C5H1-1
509	C2-v	506	C3C-9	508	C4L-27	507	C5B-17	502	C5H1-3
506	C2A-1	506	C3D-1	508	C4L-29	507	C5B-19	508	C5H2-1
506	C2A-3	506	C3D-3	508	C4L-31	509	C5B-21	508	C5H2-3
506	C2A-5	506	C3D-5	452	C4M-1	507	C5B-23	508	C5H2-5
502	C2B-1	506	C3D-7	458	C4M-3	507	C5B-25	508	C5H2-7
508	C2C-1	501	C4-i	464	C4M-5	507	C5C1-1	508	C5H2-9
489	C2C-3	501	C4-iii	504	C4M-7	507	C5C2-1	508	C5H2-11
489	C2C-5	501	C4-v	487	C4N-1	507	C5C2-3	483	C5H3-1
487	C2D1-1	501	C4-vii	499	C4N-3	507	C5C2-5	483	C5H3-3
492	C2D1-3	501	C4-ix	487	C4N-5	509	C5C3-1	504	C5I-1
509	C2D2-1	500	C4A-1	487	C4N-7	507	C5C4-1	508	C5J-1
509	C2D2-3	459	C4B-1	462	C4O-1	507	C5C4-3	509	C5K-1
502	C2D3-1	466	C4C-1	482	C4P-1	505	C5C5-1	509	C5K-3

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
509	C5K-5	507	C6C-17	497	A1-19	454	N-1
509	C5K-7	507	C6C-19	500	A1-21	509	O-i
509	C5K-9	507	C6C-21	493	A1-23	506	O-1
500	C5L1-1	507	C6C-23	493	A1-25	506	O-3
500	C5L1-3	507	C6C-25	508	A1-27	508	O-5
500	C5L1-5	507	C6D-1	502	A1-29	509	O-7
500	C5L1-7	507	C6D-3	497	A2-1	509	O-9
500	C5L2-1	507	C6D-5	506	A2-3	509	O-11
500	C5L2-3	509	C7-i	475	B-1	509	O-13
500	C5L3-1	509	C7-iii	479	C1-1	509	O-15
500	C5L4-1	509	C7-v	479	C2-1	509	O-17
500	C5L4-3	509	C7-vii	479	C3-1	509	O-19
509	C5L4-5	509	C7-ix	475	D-1	509	O-21
500	C5L4-7	506	C7A-1	488	E-i	509	O-23
506	C5L5-1	506	C7A-3	506	E1-1	509	O-25
506	C5L5-3	506	C7A-5	506	E1-3	509	O-27
506	C5L5-5	506	C7B-1	500	E1-5	494	P-i
506	C5L5-7	506	C7C-1	499	E2-1	494	P1-1
506	C5L5-9	506	C7D-1	499	E2-3	493	P1-3
509	C5M-1	506	C7D-3	488	E3-1	484	P2-1
508	C5M-3	506	C7E-1	471	F-i	506	P2-3
500	C5M-5	506	C7F-1	502	F1-1	496	P2-5
500	C5M-7	506	C7G-1	508	F2-1	500	Q-1
505	C5N-1	506	C7G-3	508	G-1	478	Q-3
509	C5O-1	506	C7H-1	508	G-3	493	R-i
509	C5O-3	506	C7H-3	508	G-5	493	R1-1
506	C5P1-1	509	C7I-1	508	G-7	493	R1-3
506	C5P1-3	506	C7J-1	471	H-i	493	R1-5
506	C5P1-5	506	C7J-3	506	H1-1	504	R2-1
506	C5P1-7	506	C7K-1	468	H2A-1	504	R2-3
506	C5P1-9	506	C7K-3	506	H2B-1	493	R2-5
506	C5P1-11	506	C7K-5	486	H2C-1	509	S-1
506	C5P1-13	506	C7L-1	486	H2C-3	509	S-3
508	C5P2-1	506	C7L-3	506	H3A-1	470	T-i
500	C5P2-3	508	C7M-1	474	H3B-1	470	T-1
500	C5P2-5	508	C7M-3	474	H3B-3	470	T-3
509	C5Q1-1	508	C7M-5	475	H3B-5	507	U-1
500	C5Q2-1	508	C7M-7	468	H4A-1		
500	C5Q2-3	508	C7M-9	468	H4B-1		
500	C5Q3-1	506	C7N-1	468	H4C-1		
500	C5Q3-3	506	C7N-3	468	H4D-1		
509	C6-i	509	C7O-1	468	H4E-1		
507	C6A-1	509	C7O-3	468	H4F-1		
507	C6A-3	506	C7P-1	454	J-1		
507	C6B-1	506	A1-1	454	K-1		
507	C6C-1	493	A1-3	499	L-i		
507	C6C-3	493	A1-5	499	L-1		
507	C6C-5	506	A1-7	504	L-3		
507	C6C-7	502	A1-9	499	L-5		
507	C6C-9	508	A1-11	499	L-7		
507	C6C-11	505	A1-13	490	L-9		
507	C6C-13	506	A1-15	483	L-11		
507	C6C-15	506	A1-17	454	M-1		

***NOTE 1:*** For regulations governing excused absence and duty status while preparing for and completing a PCS move, see DoD 1400.25-M, Section 630-G4c at <http://www.cpms.osd.mil/cpm/docs/630.pdf>.

***NOTE 2:*** See Appendix A for definitions of "Different (or Separate) Departments and Agencies," "DoD component," "Foreign OCONUS Area/Country," and "OCONUS" (overseas).

B. Movement between Different Departments and Agencies or DOD Components (FTR §302-2.105)

***NOTE:*** Par. C1052 applies to movement between any of the following: Army, Navy, Air Force, Marine Corps, DOD Components, to or from non-DOD agencies.

1. **General.** Except as provided in pars. C1052-B2 and C1052-B3, necessary costs associated with a PCS may be paid by the gaining department/agency/DOD Component (see par. C5005).
2. **Reduction in Force (RIF)/Transfer of Functions (FTR §302-2.105).** Necessary costs for a transfer, between different DOD activities, of an employee identified for separation/demotion caused by RIF/transfer of function must be paid by the losing activity. A losing DOD activity must endeavor to have a non-DOD gaining activity pay or share the necessary costs incident to transfers (that involve a RIF/transfer of function) to a department/agency outside DOD. If a non-DOD gaining activity refuses to assume or share the expense, the cost must be paid by the losing activity.
3. **Movement under the DOD Priority Placement Program (PPP).** When a RIF/transfer of function is not involved, necessary movement costs under the PPP for a move to a different DOD component are funded IAW par. C1052-E3, provided employment is without a break in service after separation from the losing activity. This applies to an employee serving with a service agreement. An employee serving without a service agreement may be authorized PCS allowances by the gaining activity and that activity is responsible for the costs. Necessary movement costs when a RIF/transfer of function is involved are funded as indicated in par. C1052-B2.

C. Movement within the Same DoD Component

1. **General.** Except as indicated in pars. C1052-C2, C1052-C3, C1052-C4 and C1052-C5, the gaining activity may pay the necessary movement costs associated with a PCS if the move meets the criteria in par. C5005-C. Par. C5070 indicates the allowances that are authorized (mandatory) and the allowances that may be authorized at the gaining activity's discretion when the gaining activity elects to pay necessary movement costs.
2. **Reduction in Force/Transfer of Function.** The losing activity must pay necessary movement costs.
3. **BRAC.** Ordinarily the gaining activity should pay the necessary movement costs associated with a PCS. However, the losing activity may, at its discretion, pay necessary movement costs for a PCS move resulting from a BRAC action.
4. **From an OCONUS Activity to a CONUS Activity.** When an employee transfers from an OCONUS activity to a CONUS activity, the losing OCONUS activity must pay for the costs of transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the employee's actual residence or to the CONUS activity up to the cost for such transportation to the employee's actual residence. If the gaining activity authorizes PCS allowances it is responsible for the cost of necessary additional transportation for the employee and dependents, including per diem and transportation of the employee's HHG/POV to the new PDS, the miscellaneous expense allowance, real estate allowances (if the employee is eligible), and at its discretion for a house hunting trip (if the employee is eligible) and TQSE for an:

- a. Employee who completes the prescribed tour of duty under the current service agreement;
- b. Employee released from the period of service specified in the service agreement for reasons beyond the employee's control that are acceptable to the losing DOD component;
- c. Army employee moved under the Civilian Career Management Program referral system who completes an initial OCONUS tour of duty and at least half of an additional tour in excess of 12 months or two-thirds of an additional tour of 12 months; and
- \*d. Employee with/without a service agreement moved under the PPP. (If a RIF/transfer of function is involved, par. C1052-C2 applies.)

5. From an OCONUS Activity to an Activity of the Same DOD Component in Hawai'i. The provisions of pars. C1052-C2, C1052-C3 and C1052-C4 above apply in funding travel and transportation when an employee transfers from an OCONUS activity to a Hawaiian activity of the same DOD component.

6. Directed Transfer due to Failure to Complete Probationary Period. The losing activity must pay the necessary transfer costs.

**D. Renewal Agreement Travel**

**NOTE: See Appendix A for the definition of "Actual Residence".**

1. Return to the Same OCONUS PDS. When an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at the same OCONUS activity, the activity to which the employee is assigned must pay all travel/transportation costs.

2. Return to a Different OCONUS PDS. Except for DODEA employees, when an employee completes a required service period at an OCONUS activity and executes a renewal agreement for an additional tour of duty at a different OCONUS activity, in the same or another DOD component, the losing OCONUS activity must pay the necessary costs en route to the actual residence or alternate point until return travel begins. The gaining OCONUS activity in the same or another DOD component must pay the necessary costs en route from the actual residence or alternate point to the new OCONUS PDS. The gaining OCONUS activity also must pay the transportation costs of dependents, who did not accompany the employee on the renewal agreement travel, and the HHG and POV, direct from the old to the new OCONUS PDS (44 Comp. Gen. 767 (1965)). When an employee transfers between activities funded by DODEA, all PCS costs must be paid by the gaining (area) activity.

3. Obtaining a Position while on Leave in the U.S. An employee who:

- a. Returns to the U.S. under a renewal agreement, and
- b. Arranges a movement to a PDS in the U.S. while on leave,

is authorized reimbursement for travel and transportation expenses to the new PDS instead of the actual residence indicated in the OCONUS agreement. The losing OCONUS activity must pay the necessary travel and transportation costs to the new PDS NTE the cost of such transportation to the actual residence. If the Government incurs additional expenses because of renewal agreement travel performed by the employee/dependents to the actual residence, those expenses must be recovered from the employee. Necessary additional travel and transportation costs to the new PDS may be paid by the gaining activity. If the gaining activity does not authorize a PCS move, the losing activity must amend the travel authorization/order to provide for return from the losing activity to the actual residence for separation. The travel and transportation expenses are funded as provided in par. C1052-E, below.

**CHAPTER 2****TRANSPORTATION MODES, ACCOMMODATIONS, TRANSPORTATION  
REQUESTS, BAGGAGE AND MILEAGE RATES****PART A: TRAVEL POLICY**

---

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C2000</b>	<b>GENERAL</b> A. Travel and Transportation Policy B. Service Responsibility C. TDY Travel Involving Non-PDS Location(s) D. TDY Departure from Dependents' Residence
<b>C2001</b>	<b>TRANSPORTATION MODES</b> A. General B. Within CONUS C. OCONUS Travel D. Travel by Aircraft
<b>C2002</b>	<b>CITY-PAIR PROGRAM</b>

**PART B: TRAVEL BY GOVERNMENT CONVEYANCE**

---

<b>C2050</b>	<b>GOVERNMENT AUTOMOBILE</b> A. Requirements B. Exceptions C. Limitations
<b>C2051</b>	<b>GOVERNMENT AIRCRAFT</b> A. Air Mobility Command (AMC) B. Military Aircraft other than AMC
<b>C2053</b>	<b>USE OF AERO CLUB AIRCRAFT</b>

**PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC  
OR SPECIAL CONVEYANCE**

---

<b>C2100</b>	<b>GENERAL</b>
<b>C2101</b>	<b>USE OF TAXICABS</b> A. To/from Transportation Terminals B. Between Residence and PDS on the Day Travel Is Performed
<b>C2102</b>	<b>SPECIAL CONVEYANCES USE</b> A. General B. Selecting a Rental Vehicle C. Special Conveyance (Includes Aircraft) Reimbursement Use

<u>Paragraph</u>	<u>Title/Contents</u>
	D. Insurance on a Rented Automobile
	E. Use Limited to Official Purposes
	F. To/from Carrier Terminals
	G. Between Duty Stations
	H. Special Conveyance Use for PDT
	I. Special Conveyance Use in and around Permanent or TDY Station
<b>C2103</b>	<b>BUS, STREETCAR, OR SUBWAY USE</b>
	A. To and from Carrier Terminals
	B. Between Residence and PDS on the Day Travel is Performed
<b>C2104</b>	<b>AIRPORT LIMOUSINE SERVICE USE</b>
<b>C2105</b>	<b>LODGING-PROVIDED COURTESY TRANSPORTATION USE</b>

## **PART D: POC TRAVEL**

---

### **SECTION 1: GENERAL**

<b>C2150</b>	<b>AUTHORIZATION/APPROVAL</b>
<b>C2153</b>	<b>GOVERNMENT ADVANTAGE DETERMINATION</b>
	A. General
	B. Considerations
<b>C2156</b>	<b>COST DETERMINATION FOR POC USE BY PERSONAL PREFERENCE</b>
	A. General
	B. Constructed Cost Comparison by Airplane
	C. Constructed Cost Comparison by Train
	D. Constructed Cost Comparison by Bus

### **SECTION 2: PERMANENT DUTY TRAVEL**

<b>C2159</b>	<b>AUTOMOBILE USE (FTR §302-4)</b>
	A. General
	B. Using One or Two POCs (FTR §302-4, Subpart F)
	C. Using More than Two POCs (FTR §302-4.500 and §302-4.700d)
	D. Parking, Tolls and Other Costs
<b>C2162</b>	<b>AIRCRAFT</b>
	A. Privately Owned Airplane
	B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)
<b>C2164</b>	<b>PRIVATELY OWNED MOTORCYCLE</b>
	A. PCS-related Travel Policy
	B. Travel Time
	C. TDY-related Travel Policy
	D. Computation

<u>Paragraph</u>	<u>Title/Contents</u>
C2165	<b>TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT</b>
C2166	<b>OCEAN-GOING CAR FERRIES</b> A. Authorized Allowances B. PCS Mileage/MALT C. Transportation D. Ferry Fees
<b>SECTION 3:</b>	<b>POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE</b>
C2180	<b>POC USE INSTEAD OF GOVERNMENT-FURNISHED AUTOMOBILE USE</b> A. General B. Mileage Reimbursement Rates C. Per Diem D. Statement
<b>SECTION 4:</b>	<b>POC USE FOR TDY TRAVEL</b>
C2182	<b>MILEAGE ALLOWANCES FOR POC USE</b>
C2184	<b>POC USE FACTORS</b> A. Official TDY Mileage Rates for Local and TDY Travel B. POC Use to the Government's Advantage C. POC Use Not to the Government's Advantageous D. Privately Owned Automobile (POA) Instead of Government-furnished Automobile (FTR §301-10.310)
C2188	<b>OTHER ALLOWABLE COSTS</b>
C2190	<b>TRAVELING TOGETHER</b>
C2192	<b>POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS</b> A. Round-trip Expenses Incurred for Drop-off/Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal C. Departure from PDS on TDY D. Two or More Official Travelers Travel in the Same POC
C2194	<b>PER DIEM FOR POC TRAVEL</b> A. POC Use Is to the Government's Advantage B. POC Use Not to the Government's Advantage
C2196	<b>TRAVEL TIME</b>
C2198	<b>POC TRAVEL REIMBURSEMENT COMPUTATION</b> A. To the Government's Advantage B. Not to the Government's Advantage C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat D. Example E. Mixed Modes

**Paragraph      Title/Contents****PART E: TRAVEL BY COMMON CARRIER**

---

<b>C2200</b>	<b>TRAVEL/TRANSPORTATION POLICY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel Prudence</li><li>C. GSA City-pair Air Fares</li><li>D. Official Travel</li><li>E. Usual Routing</li><li>F. Time</li><li>G. Accommodations</li><li>H. Non-U.S.-certificated Carrier Reimbursement</li><li>I. Dependents' Seating</li><li>J. Interlining</li></ul>
<b>C2201</b>	<b>UNUSED ACCOMMODATIONS, DOWNGRADED, OR OVERSOLD TRANSPORTATION SERVICES</b> <ul style="list-style-type: none"><li>A. Limited or Downgraded Accommodations</li><li>B. Oversold Reserved Accommodations</li></ul>
<b>C2202</b>	<b>RECORDING COMMERCIAL TRANSPORTATION USE FOR OCONUS PERMANENT DUTY AND RAT</b>
<b>C2203</b>	<b>ARRANGING OFFICIAL TRAVEL</b> <ul style="list-style-type: none"><li>A. CTO/TMC Use</li><li>B. Requirements</li><li>C. Non-U.S.-certificated Aircraft or Ship Transportation</li><li>D. Transportation Reimbursement</li></ul>
<b>C2204</b>	<b>COMMERCIAL AIR TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Service Class</li><li>C. U.S.-certificated Air Carrier Use</li><li>D. Carrying Dangerous Weapons Aboard Commercial Aircraft</li></ul>
<b>C2205</b>	<b>COMMERCIAL SHIP TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Commercial Ship Use Authorization</li><li>C. Ship Accommodations</li><li>D. Authorization/Approval for More Costly Ship Accommodations Use at Government Expense</li><li>E. More Costly Ship Accommodations Use</li><li>F. U.S. Registry Ship Use</li></ul>
<b>C2206</b>	<b>REIMBURSEMENT FOR USE OF OTHER THAN AUTHORIZED TRANSPORTATION MODE OR ROUTE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Government and Government-procured Air Transportation Available</li><li>C. Government and Government-procured Air Transportation Not Available</li><li>D. Use of Non-U.S.-certificated Air Carriers or Non-U.S. Registry Ships</li><li>E. Computation</li><li>F. Dependent Travel Limited to the Government-offered Air Transportation Cost</li></ul>

<u>Paragraph</u>	<u>Title/Contents</u>
<b>C2208</b>	<b>TRAIN ACCOMMODATIONS</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Train Class Accommodations</li><li>C. AO Approval</li><li>D. First-class Train Accommodations Use</li><li>E. Circumstances</li></ul>

---

**PART F: TRANSPORTATION REQUESTS**

---

<b>C2250</b>	<b>GENERAL</b>
<b>C2251</b>	<b>WHEN GTRS MAY NOT BE USED</b>
<b>C2253</b>	<b>WHEN GTRS NOT AVAILABLE</b>
<b>C2254</b>	<b>ACTING TRANSPORTATION OFFICER</b>

---

**PART G: BAGGAGE ALLOWANCE**

---

<b>C2300</b>	<b>FREE CHECKABLE ACCOMPANIED BAGGAGE</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Rail/Bus Travel</li><li>C. Commercial Aircraft</li><li>D. AMC Procured Airlift (Including Categories A, B, and M)</li><li>E. MSC or Commercial Ships</li></ul>
<b>C2302</b>	<b>EXCESS ACCOMPANIED BAGGAGE</b>
<b>C2303</b>	<b>PUBLIC PROPERTY</b>
<b>C2304</b>	<b>RELATIONSHIP TO HHG WEIGHT ALLOWANCE</b> <ul style="list-style-type: none"><li>A. Free Checkable Accompanied Baggage</li><li>B. Expedited Unaccompanied Baggage Shipments</li><li>C. Excess Unaccompanied Baggage</li><li>D. Unaccompanied Baggage</li></ul>
<b>C2305</b>	<b>RENEWAL AGREEMENT TRAVEL (RAT)</b>
<b>C2306</b>	<b>UB TRANSPORTATION/ STORAGE FOR A DEPENDENT STUDENT PERFORMING EDUCATIONAL TRAVEL</b> <ul style="list-style-type: none"><li>A. UB Shipment</li><li>B. UB to Alternate Location</li><li>C. UB Storage</li></ul>
<b>C2307</b>	<b>STOPPAGE OF BAGGAGE IN TRANSIT</b>

<u>Paragraph</u>	<u>Title/Contents</u>
C2308	TRANSFER, STORAGE, CHECKING, AND HANDLING OF BAGGAGE
C2309	UNACCOMPANIED BAGGAGE ICW EXTENDED TDY ASSIGNMENTS
C2310	UNACCOMPANIED BAGGAGE OF A DODEA TEACHER AUTHORIZED AN EXTENDED LEAVE OF ABSENCE

---

**PART H: LOCAL TRAVEL IN AND AROUND PDS/TDY LOCATION**

---

C2400	<b>GENERAL</b> <ul style="list-style-type: none"><li>A. Authority</li><li>B. Local Area</li><li>C. Control and Delegation</li><li>D. Miscellaneous Expense Reimbursement</li></ul>
C2401	<b>PDS AREA TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Commercial Transportation</li><li>C. POC Travel</li><li>D. Both Commercial Transportation and POC Travel</li><li>E. Examples</li></ul>
C2402	<b>TRAVEL AT THE TDY LOCATION</b> <ul style="list-style-type: none"><li>A. Travel Points</li><li>B. Meals and/or Lodging Unavailable at Duty Site</li><li>C. Commercial Travel</li><li>D. POC Travel</li></ul>
C2403	<b>TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Authorization/Approval Authority</li><li>C. Finance Regulations Requirements</li><li>D. POC Mileage</li></ul>
C2404	<b>VOUCHERS AND SUPPORTING DOCUMENTS</b>

---

**PART I: MILEAGE RATES**

---

C2500	<b>TDY AND LOCAL TRAVEL</b>
C2505	<b>PCS, HHT, FIRST DUTY STATION, AND SEPARATION TRAVEL</b> <ul style="list-style-type: none"><li>A. General</li><li>B. PCS Rates</li></ul>
C2510	<b>CONVERTING KILOMETERS TO MILES</b>

---

**PART J: PARKING EXPENSES FOR CERTAIN EMPLOYEES**

---

C2600	<b>GENERAL</b>
-------	----------------

## PART D: POC TRAVEL

### SECTION 2: PERMANENT DUTY TRAVEL

***NOTE:*** In addition to the provisions of Section 1, the following regulations apply.

#### C2159 AUTOMOBILE USE (FTR §302-4)

##### A. General

1. Automobile use is advantageous to the Government for:
  - a. First duty station travel by a newly recruited employee or appointee,
  - b. PCS travel, or
  - c. Separation travel.
2. PCS mileage/MALT reimbursement for automobile travel is at the appropriate PCS mileage/MALT rate in par. C2505.
3. RAT by automobile is to the Government's advantage when travel and transportation costs at the applicable PCS mileage/MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day) are less than common carrier transportation, including per diem. ***See par. C5060 for travel time and par. C2198 for RAT reimbursement by automobile.***

##### B. Using One or Two POCs (FTR §302-4, Subpart F)

1. When a traveler and dependent relocate incident to a traveler's PCS move, reimbursement is authorized for one or two POCs (two POCs if the traveler has a dependent who is relocating) with the prescribed PCS mileage/MALT rate (see par. C2505) and car ferry fees applicable for each POC.
2. Except as in par. C2159-C, PCS mileage/MALT reimbursement authorized for the dependent's travel is for the use of one or two POCs. ***NOTE: The traveler may be reimbursed for use of two POCs by dependents only if the employee travels by common carrier (e.g., the employee is not reimbursed automatically for three POCs to allow the employee to use one and the dependents to use two.)***
3. PCS Mileage/MALT reimbursement for PCS travel by POC does not affect authorization for transportation-in-kind or common carrier use for other dependents who did not travel by POC.

##### C. Using More than Two POCs (FTR §302-4.500 and 302-4.700d)

***NOTE:*** The terms "family members" or "dependents" in par, C2159 include only those traveling by POC.

1. General. The use of more than two POCs, within the same household for PDT, may be authorized/approved if determined to be appropriate, through the Secretarial Process.

2. PCS Mileage /MALT

a. When reimbursement for the use of more than two POCs is authorized/approved, the PCS mileage/MALT allowance and car ferry fees apply for each POC.

b. If the same POC is used for more than one trip, PCS mileage/MALT and car ferry fees apply for each trip. The standard PCS mileage/MALT rate is applied for each trip (e.g., the employee drives the spouse and three children on the first trip (and receives PCS mileage/MALT for the official distance) followed by a second trip in which the employee and one of the already-transported children return to transport two remaining children (and the employee is paid PCS mileage/MALT for the one-way official distance from old to new PDS on the second trip).

3. Documentation. The applicable conditions in par. C2159-C1 should be shown in the travel authorization/order or approved by travel authorization/order amendment after the fact. See Chapter 3 for travel authorization/order policy.

\*D. Parking, Tolls and Other Costs. Reimbursement for parking, ferry fares, bridge, road and tunnel tolls *is not authorized for PDT*.

**C2162 AIRCRAFT**

A. Privately Owned Airplane

1. The use of a privately owned airplane for:

- a. First duty station travel by a newly recruited employee or appointee,
- b. PCS travel,
- c. Separation travel, or
- d. RAT

is to the Government's advantage when travel costs at the applicable PCS mileage/MALT rate, plus per diem for the travel period (NTE the time required to complete the trip at a rate of 350 miles per calendar day), are less than common carrier transportation, including associated per diem.

2. Reimbursement for travel by privately owned airplane that is Government advantageous, is at the appropriate TDY mileage rate in par. C2500.

3. Travel time is as provided in par. C5060.

4. Reimbursement computation for travel by privately owned airplane is in par. C2198

B. Privately Owned Aircraft other than Airplane (e.g., Helicopter)

1. Operation Cost. The actual operation cost, rather than a commuted rate mileage, is paid.

2. Expenses

- a. Reimbursable Expenses. The following expenses are reimbursable: fuel; oil; and aircraft parking, landing, and tie-down fees.
- b. Non-reimbursable Expenses. The following expenses are not reimbursable: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

**C2164 PRIVATELY-OWNED MOTORCYCLE**

A. PCS-related Travel Policy. The use of a privately owned motorcycle is to the Government's advantage for:

1. First duty station travel by a newly recruited employee or appointee,
2. PCS travel,
3. Separation travel, or
4. RAT

when travel costs at the applicable PCS mileage/MALT rate, plus per diem for the travel period (not in excess of the time required to complete the trip at a rate of 350 miles/calendar day) are less than common carrier transportation.

B. TDY-related Travel Policy. TDY motorcycle travel reimbursement that is to the Government's advantage is paid at the appropriate TDY mileage rate in par. C2500.

C. Travel Time. Travel time is as provided in par. C5060.

D. Computation. Reimbursement computation for travel by privately owned motorcycle is in par. C2198.

**C2165 TRANSOCEANIC TRAVEL BY PRIVATELY OWNED BOAT**

When an employee travels by POC using a personally owned boat, constructed or actual (fuel, oil, and docking fees) reimbursement is authorized NTE the airfare (contract city pair airfare if available). ***Per diem and travel time are based on the air travel time.*** (59 Comp. Gen. 737 (1980)) The AO, IAW pars. C3104-D1e and C2206-B, must ensure a statement is on the travel authorization/order indicating that Government-procured air transoceanic travel is authorized and reimbursement for travel at personal expense (including per diem) cannot exceed the amount that would have been paid for the available Government-procured air transportation (plus appropriate per diem).

**C2166 OCEAN-GOING CAR FERRIES**

A. Authorized Allowances. Travelers authorized to travel by POC over a route that requires use of one or more car ferries are authorized the allowances in pars. C2166-B, C2166-C and C2166-D.

B. PCS Mileage/MALT

1. PCS mileage/MALT (see par. C2505) is authorized for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS;
2. If more than one car ferry is used, PCS mileage/MALT is payable for overland travel between ferries;

C. Transportation. The employee and each dependent is authorized:

1. Government-procured ferry transportation; or
2. Reimbursement for personal transportation costs on the car ferry (limited to the Government-procured ferry transportation cost);
3. M&IE when Travel Includes an Overnight on a Car Ferry Anywhere in the World. M&IE is based and computed for the employee and each dependent using the highest CONUS M&IE rate (see Appendix A) for the arrival day (embarkation) on the ferry through the day before the departure day (debarkation) from the ferry. M&IE for the departure day (debarkation) from the ferry is based on the:
  - a. Standard CONUS per diem rate (see <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F) if debarkation is in CONUS, and
  - b. Per diem rate for the new PDS if debarkation is OCONUS and travel ends on that day, or
  - c. Per diem rate for the en route location at which the employee/dependents obtain overnight lodging on that day while en route to the new OCONUS PDS.

***NOTE 1:*** *The percentages in par. C5125-A apply when computing a dependent's per diem.*

***NOTE 2:*** *If the ferry passage does not include an overnight, PCS per diem continues uninterrupted while on the ferry.*

D. Ferry Fees. Reimbursement is authorized for ferry fees.

***NOTE:*** *See par. C2205-F3 for required documentation if U.S. flag ferries are not available.*

## PART D: POC TRAVEL

### SECTION 4: POC USE FOR TDY TRAVEL

#### C2182 MILEAGE ALLOWANCES FOR POC USE

Individuals engaged in official business for the Government may be authorized TDY mileage for POC travel. TDY mileage may be authorized only for the POC operator.

#### C2184 POC USE FACTORS

A. Official TDY Mileage Rates for Local and TDY Travel. Only the TDY mileage rates for local and TDY travel in par. C2500, and private automobile rates affected by pars. C2184-B, C2184-C and C2184-D may be prescribed in a travel authorization/order.

B. POC Use to the Government's Advantage. POC TDY mileage rates are in par. C2500 for POC travel that is to the Government's advantage.

C. POC Use Not to the Government's Advantage

1. Reimbursement. When POC TDY travel is not to the Government's advantage but is used by the official traveler, reimbursement is on a constructed basis limited to the cost of the transportation mode in the travel authorization/order.

2. Constructed Cost. See par. C2156.

3. POC Use Instead of Government-furnished Automobile. See par. C2184-D.

4. POC Use for Local Travel. See pars. C2400 and C2401.

D. Privately Owned Automobile (POA) Instead of Government-furnished Automobile (FTR §301-10.310)

1. Government-furnished Automobile Use to the Government's Advantage

a. TDY Mileage Rate. GSA prescribes the TDY mileage rates for authorized POA use when use of a Government-furnished automobile would be to the Government's advantage. See par. C2500 for current rates.

b. Higher Mileage Rate. Exceptions to the GSA-prescribed rates may be authorized if the DOD component concerned determines that, because of the unusual circumstances, the Government-furnished automobile cost would be higher than the GSA-prescribed rate. In such instances, the DOD component may allow reimbursement at a higher rate (but not higher than the stated TDY mileage rate in par. C2500 for an automobile) for advantageous use that most nearly equals the cost of providing a Government-furnished automobile in those circumstances.

c. Expense Reimbursement. In addition to TDY mileage reimbursement for the official distance, the official traveler is authorized reimbursement for expenses under par. C2188 that would have been incurred if a Government-furnished vehicle had been used.

2. Government-furnished Vehicle Available. When use of an available Government-furnished vehicle is authorized, but an official traveler elects to use a POC for TDY travel, TDY mileage reimbursement is at the appropriate rate in par. C2500 for POC use.

3. Official Traveler Assigned a Government-furnished Vehicle. When an official traveler is assigned a Government-furnished vehicle for the official traveler's exclusive use, but the official traveler elects to use a POC, reimbursement for the POC use is at the partial rate in par. C2500-E for POC use.

4. Reimbursement when Transportation in a Government-furnished Automobile as Passenger/Driver Is Available

a. Reimbursement Not Authorized. When an official traveler is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other official travelers, but uses a POC instead, the official traveler is not authorized any reimbursement if the Government-furnished automobile made the trip without the official traveler (21 Comp. Gen. 116 (1941)).

b. Partial Reimbursement. If under the circumstances in par. C2184-D4a, the Government-furnished vehicle is used by some of the official travelers but the AO authorizes an official traveler to use a POC as a matter of personal preference, that official traveler is authorized reimbursement at the partial rate in par. C2500-E for POC use instead of a Government furnished vehicle (62 Comp. Gen. 321 (1983)).

c. Reimbursement at POC Rate. If the Government-furnished automobile did not make the trip, the official traveler is authorized reimbursement at the rate in par. C2500-D for POC use instead of a Government furnished vehicle when use of the Government furnished vehicle is to the Government's advantage.

#### **C2188 OTHER ALLOWABLE COSTS**

In addition to a mileage allowance, the following official business costs are allowable:

1. Ferry fares, bridge, road and tunnel tolls;
2. Automobile parking fees; (related to official business only (except those incident to PDT)); and
3. Aircraft landing, parking, and tie-down fees.

#### **C2190 TRAVELING TOGETHER**

1. POC mileage reimbursement is paid only to the official traveler incurring the operating expenses.
2. No deduction is made from the mileage payable to the official traveler authorized to be reimbursed because other passengers (Government or non-Government official travelers) travel with the official traveler and contribute to paying operating expenses.

#### **C2192 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS**

A. Round-trip Expenses Incurred for Drop-off/Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an official traveler at a transportation terminal, the official traveler paying POC operating expenses is:

1. Paid TDY mileage for the round-trip distance, and
2. Reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees

for the most direct route.

**B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal**

1. When a POC is used for one-way travel from a residence/PDS to a transportation terminal and then from the transportation terminal to a residence/PDS when the TDY is completed, the official traveler incurring the POC operating expenses is:

- a. Paid TDY mileage, and
- b. Reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls

for the most direct route.

**2. *Terminal parking fees while TDY are reimbursable not to exceed the cost of two one-way taxicab fares, including allowable tips.***

**C. Departure from PDS on TDY**

1. There are occurrences when a POC is driven from an official traveler's residence to the PDS on the official traveler's departure day on TDY from the PDS (requiring at least one night's lodging) and from the PDS to the residence on the official traveler's return day.

2. The official traveler who pays the POC operating expenses is paid TDY mileage, and reimbursed for parking fees, ferry fares, road, bridge, and tunnel tolls for the most direct route from and to the residence.

**D. Two or More Official Travelers Travel in the Same POC**

1. When an official traveler transports other official travelers to or from the same transportation terminal, TDY mileage is authorized for the additional distance involved.

2. Only one official traveler (usually the driver) is paid TDY mileage for a trip.

**3. *Terminal parking fees while TDY may be reimbursed (to the official traveler who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.***

**C2194 PER DIEM FOR POC TRAVEL**

A. POC Use Is to the Government's Advantage. When POC use is to the Government's advantage, per diem is computed under par. C5060-A.

B. POC Use Not to the Government's Advantage

1. When POC use is not to the Government's advantage, per diem is limited under par. C2198-B, except when a POC is used instead of a Government-furnished automobile. See par. C2180.

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C2198.

**C2196 TRAVEL TIME**

Necessary travel time is allowed when POC use is to the Government's advantage. See par. C2194-A. Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not to the Government's advantage (except for travel under par. C2180).

## C2198 POC TRAVEL REIMBURSEMENT COMPUTATION

### A. To the Government's Advantage

1. Reimbursement for the official distance is computed at the authorized TDY mileage rate.
2. Per diem is computed for the travel time under par. C2194.
3. Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for POCs used for official travel, using Service procedures, under the Personnel Claims Act (31 USC §3721). See <http://141.116.74.201/regs/comp-gen-dec/31USCS3721-2004.PDF>.
4. See par. C2188 for other allowable costs.

### B. Not to the Government's Advantage

#### 1. Limitation

- a. When, for personal preference a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the TDY mileage rate in par. C2184 plus per diem.
- b. The total allowable payment is limited to the total common carrier transportation constructed cost including constructed per diem for that transportation method.
- c. Par. U2198 does not apply to travel performed under par. C2180. See B-183480, 4 September 1975.

#### 2. Mileage and Per Diem Computation

- a. TDY mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in par. C2198-B2a.
- c. The per diem rate in the travel authorization/order is used for computing per diem.

#### 3. Constructed Transportation Cost and Per Diem Computation

- a. The Government's constructed transportation cost is computed on fares or charges for the policy-constructed airfare (see Appendix A) (often contract city-pair airfare; see par. C2156) between authorized points.
- b. Air transportation constructed cost includes taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess accompanied baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
  - (1) The official traveler claiming TDY mileage, and
  - (2) Persons performing official travel as passengers in the same conveyance.

4. Comparison

- a. Computed POC TDY mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2156 for determining common carrier constructed cost.

5. Passengers

- a. Passengers are not authorized TDY mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.
- c. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

C. Privately Owned Aircraft (other than airplane) or Privately Owned Boat. *Reimbursement is the actual transportation costs in pars. C2162 and C2165, instead of paying TDY mileage and other reimbursable expenses.*

D. Example. The per diem/TDY mileage rates used in the following example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes the current TDY mileage rate; and par. C2505 prescribes current PCS mileage rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

**EXAMPLE 1**

**TDY Per Diem and POC TDY Mileage Computation**

An employee is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the employee to travel by common carrier; however the employee elects to travel by POC which is not to the Government's advantage between the residence and TDY location. See par. C2150-8. The employee arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is limited to the common carrier constructed cost.

The maximum per diem rate for the TDY location is \$104 (\$65/\$39), actual lodging cost is \$40. The 12-hour rule does not apply because the TDY is over 12 hours. AEA is not authorized for this example.

The round-trip official POC distance is 1,500 miles (750 miles one-way) requiring two travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

The traveler is paid \$381.77 (common carrier constructed cost) since the actual POC travel cost exceeds the constructed Government cost. The employee is charged leave for the excess travel time, if appropriate, IAW appropriate personnel directives.

**ITINERARY**

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Actual Lodging Cost</u>	<u>POC Distance Traveled</u>
1 Jun	Residence	1 <sup>st</sup> Stopover	\$105 (\$66/\$39)	\$35	400
2 Jun	En Route	2 <sup>nd</sup> Stopover	\$112 (\$73/\$39)	\$39	300
3 Jun	En Route	TDY Station	\$104 (\$65/\$39)	\$40	50
4 Jun	TDY Station	3rd Stopover	\$110 (\$71/\$39)	\$80	400
5 Jun	En Route	4th Stopover	\$120 (\$81/\$39)	\$70	300
6 Jun	En Route	Residence	Use 4th stopover M&IE		50

**REIMBURSEMENT**

**ACTUAL TRAVEL COST BY POC  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$35 (1 <sup>st</sup> stopover lodging cost) =	\$64.25
Day 2	\$39 + \$39 (2 <sup>nd</sup> stopover MI&E rate and lodging cost) =	\$78.00
Day 3	\$39 + \$40 (Arrive TDY location) =	\$79.00

**Per Diem for Travel from Location A (residence) to Location B (TDY) - \$221.25**

Day 4	\$39 + \$71 (Depart TDY location. 3rd stopover lodging cost =	\$110.00
Day 5	\$39 + \$70 (4th stopover M&IE rate and lodging cost) =	\$109.00
Day 6	75% x \$39 (use 4th stopover MI&E rate) =	\$29.25

**Per Diem for Travel from Location B (TDY) to Location A (residence) - \$248.25**

Transportation Costs	Round-trip mileage – 1,500 miles times \$0.485 cents/mile	\$727.50
	Round-trip tolls	\$12.00

**Actual Travel Cost by POC Total**

**\$1,209.00**

**COMMON CARRIER CONSTRUCTED COST  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 plus \$40 (lodging cost) =	\$69.25
Day 2	75% x \$39	\$29.25
Transportation Costs	1 round-trip air coach ticket (including federal tax paid by Government)	\$163.27
	Shuttle costs between airport and hotel (\$20.00 each way, par. C2101-A)	\$40.00
	Taxicab costs between residence and airport (\$40.00 each way, par. C2101-B)	\$80.00

**Constructed Travel Cost by Common Carrier Total**

**\$381.77**

**EXAMPLE 2**

**TDY Per Diem and POC TDY Mileage Computation**

An employee is authorized TDY in Location B, from a PDS in Location A for two days (overnight TDY stay). The travel authorization/order directs the employee to travel by common carrier; however the employee requests to travel by POC between residence and TDY location. See par. C2150-8. A determination is made that POC use is to the Government's advantage because there is no city pair contract fare available. The commercial air fare from location A to location B is \$1,250. The employee is authorized to travel using POC as it is to the Government's advantage and arrives at the TDY location on day 3, completing the TDY assignment on the same day. The employee arrives at the TDY location on day 3, completing TDY assignment on the same day.

Reimbursement is **not** limited to the common carrier constructed cost.

The round-trip official POC distance is 1,700 miles (850 miles one-way) requiring three travel days each way between the residence and TDY location. Pars. C2150-8 and C2153-A apply. Parking fees are not authorized for this example. See par. C2159-D.

The traveler is paid \$1336.00 (actual travel cost by POC) since the constructed Government cost by common carrier exceeds the actual POC cost and POC was authorized as being to the Government's advantage.

**ITINERARY**

<u>Travel Date</u>	<u>Depart</u>	<u>Arrive</u>	<u>Per Diem Rate</u>	<u>Actual Lodging Cost</u>	<u>POC Distance Traveled</u>
1 Aug	Residence	1 <sup>st</sup> Stopover	\$127 (\$88/\$39)	\$60	400
2 Aug	En Route	2 <sup>nd</sup> Stopover	\$114 (\$75/\$39)	\$50	400
3 Aug	En Route	TDY Station	\$127(\$88/\$39)	\$65	50
4 Aug	TDY Station	3 <sup>rd</sup> Stopover	\$114 (\$75/\$39)	\$50	400
5 Aug	En Route	4 <sup>th</sup> Stopover	\$127 (\$88/\$39)	\$60	400
6 Aug	En Route	Residence	Use 4 <sup>th</sup> stopover MI&E		50

**REIMBURSEMENT**

**ACTUAL TRAVEL COST BY POC  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$60 (1 <sup>st</sup> stopover MI&E rate and lodging cost) =	\$89.25
Day 2	\$39 + \$50 (2 <sup>nd</sup> stopover MI&E rate and lodging cost)	\$89.00
Day 3	\$39 + \$65 (Arrive TDY location =	\$104.00
<b>Per Diem for Travel from Location A (residence) to Location B (TDY) = \$282.25</b>		
Day 4	\$39 + \$60 (Depart TDY location 3 <sup>rd</sup> stopover lodging cost) =	\$99.00
Day 5	\$39 + \$60 (4 <sup>th</sup> stopover M&IE rate and lodging cost) =	\$99.00
Day 6	75% x \$39 (use 4 <sup>th</sup> stopover MI&E rate) =	\$29.25
<b>Per Diem for Travel from Location B (TDY to Location A (residence) = \$248.25</b>		
Transportation Cost	Round-trip mileage – 1,700 miles x \$0.485 cents/mile =	\$824.50
	Round-trip tolls =	\$12.00
<b>Actual Travel Cost by POC Total</b>		<b>\$1,346.00</b>

**COMMON CARRIER CONSTRUCTED COST  
 (including per diem on travel days to and from Location B)**

Day 1	75% x \$39 + \$75 (lodging cost) =	\$104.25
Day 2	75% x \$39 =	\$29.25
Transportation Cost	1 round-trip air coach ticket (including federal tax paid by Government)	\$1250.00
	Shuttle costs between airport and hotel (\$20 each way, par C2101-A)	\$40.00
	Taxicab cost between residence and airport (\$40 each way, par. C2101-B)	\$80.00
<b>Constructed Travel Cost by Common Carrier Total</b>		<b>\$1503.50</b>

E. Mixed Modes

1. General. All official travel must be:

- a. Arranged IAW pars. C2203-A and; C2203-B; and
- b. Reimbursed IAW par. C2203-D.

2. To the Government's Advantage

a. If an official traveler is authorized POC travel as being to the Government's advantage and travels partly by POC and partly by common carrier, the official traveler is authorized:

- (1) The authorized TDY mileage rate for the distance traveled by POC,
- (2) The cost of transportation purchased through a CTO, *and*
- (3) Per diem for actual travel.

The total amount may not exceed the TDY mileage plus per diem for the authorized travel.

b. The AO may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the authorized travel) when justified in unusual circumstances.

3. Not to the Government's Advantage. If the official traveler is not authorized POC travel as being to the Government's advantage and travels partly by POC for personal convenience and partly by common carrier, the official traveler is authorized:

- a. The authorized mileage rate for the distance traveled by POC,
- b. The cost of transportation purchased through a CTO, and
- c. Per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem. See par. C2198-B3 for authorized travel.

## PART H: LOCAL TRAVEL IN AND AROUND PDS OR TDY LOCATION

### C2400 GENERAL

A. Authority. DOD component-designated officials may authorize/approve transportation expense reimbursement incurred by a traveler conducting official business in the PDS/TDY local area. These expenses are those not specifically included in travel under authorizations in Chapter 2.

B. Local Area. The local area is the area:

1. Within the PDS/TDY limits and the metropolitan area around the PDS/TDY area served by local common carriers;
2. Within a local commuting area of the PDS/TDY station, (***NOTE: A local area boundary is determined by the AO/local Service/Defense Agency in a written directive.***); or
3. Separate cities, towns, or installations adjacent to or close to each other, between which the commuting public travels during normal business hours on a daily basis.

*If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established in setting up the local commuting area of the permanent or TDY station (59 Comp. Gen. 397 (1980)).*

C. Control and Delegation

1. A commanders/agency head must designate, in writing, appropriate personnel who may authorize/approve local transportation facilities use by a traveler, other than a traveler under an official travel authorization/order, in the performance of official business.
2. These officials also are responsible for:
  - a. Furnishing public carrier tokens/tickets, when appropriate; and
  - b. Authorizing/approving reimbursement claims when a traveler incurs expenses for authorized/approved local transportation.

D. Miscellaneous Expense Reimbursement. See Appendix G.

### \*C2401 PDS AREA TRAVEL

A. General. The AO may authorize/approve reimbursement for transportation expenses in the PDS area for travel between:

1. Office/duty point and another place of business;
2. Places of business; or
3. Residence and place of business other than office or duty point,

\*during official duty.

\*B. Commercial Transportation. Commercial transportation expense reimbursement is authorized/approved only if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace. When reimbursement is authorized/approved, a traveler who travels by authorized reimbursement of actual and necessary expenses that exceed the ordinary costs incurred for:

1. Local public transportation (when tokens, tickets or cash fares are not furnished);
2. Taxicab fares plus transportation-related tips; and
3. Hire and operation of a special conveyance including necessary parking fees.

C. POC Travel

1. General. When authorized/approved:

\*a. POC travel is reimbursed using the authorized TDY mileage (see par. C2500) based on odometer readings (or other acceptable evidence) of the actual necessary distance traveled for conducting official business.

\*b. Reimbursement is for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and mandatory 'trip insurance' for travel in foreign countries. See App G, Part I, Item 20.

\*c. TDY mileage payments, and expense reimbursement are made only to the employee defraying the POC operating expenses, regardless of the number of passengers who accompany the employee or which passengers contributed funds to defray the POC operating expenses.

2. Between Residence/PDS and Alternate Work Site within the Local Area

\*a See par. C2192 for travel to and from a transportation terminal.

\*b. If a POC is ordinarily used to/from home, and POC travel is authorized/approved between the residence/ PDS and one or more alternate work sites within the local area, TDY mileage must be paid for the distance that exceeds the normal commuting distance.

\*c. If the traveler does not ordinarily travel by POC to and from home and POC travel is authorized/ approved between the residence/PDS, and one or more alternate work sites within the local area, TDY mileage must be paid for the distance driven, less the traveler's ordinary transportation cost to get to work and back home.

\*D. Both Commercial Transportation and POC Travel. When use of a POC and/or commercial transportation is authorized/approved for travel between the residence and one or more alternate work sites within the local area, the traveler is paid:

1. TDY mileage for POC use to travel to and from the commercial transportation stop/station/terminal for the distance that exceeds the commuting distance to the regular place of work;
2. Actual cost of necessary POC parking; and
3. Cost of local public transportation when tokens, tickets or cash fares are not furnished.

E. Examples

\*1. Example 1. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 35 miles. The traveler drives from the residence to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). The traveler returns to residence (10 miles). The traveler is authorized TDY mileage for the distance that exceeds the ordinary round trip commuting distance (70 miles). The traveler is paid TDY mileage for 15 miles ( $50 + 25 + 10 - 70 = 15$ ).

\*2. Example 2. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 15 miles. The traveler drives from the residence to the alternate work site (5 miles). The traveler returns to the residence (5 miles). The traveler *is not* authorized TDY mileage for the travel performed (10 miles), since the distance traveled is less than the ordinary round trip commuting distance (30 miles) to the usual duty site.

\*3. Example 3. The traveler's one-way commuting distance to the PDS is 15 miles; however, the traveler ordinarily commutes by public transportation at a daily cost of \$7. The traveler drives to the PDS. The traveler then drives to an alternate work site (30 miles). The traveler returns to the residence (15 miles). The traveler is authorized TDY mileage for the distance traveled, less the \$7 ordinary commuting cost. The traveler is paid for 60 miles ( $15 + 30 + 15 = 60$  miles x TDY mileage) minus \$7.

\*4. Example 4. The traveler ordinarily commutes to work by driving to a public transportation station (5 miles each way) and taking public transportation at a daily cost of \$10. In the morning the traveler drives from home to an alternate work site (45 miles). In the afternoon the traveler returns to the PDS (67 miles). The traveler returns to the residence (12 miles). The traveler is authorized TDY mileage for the distance less the roundtrip distance to the public transportation station (10 miles) and daily commuting cost (\$10). The traveler is paid for 114 miles ( $45 + 67 + 12 - 10 = 114$  miles x TDY mileage) minus \$10.

\*5. Example 5. The traveler's one-way commuting cost to the PDS is \$3 (\$6 round trip) by bus. The traveler uses the bus to the PDS (\$3). Later, the traveler uses public transportation to travel to alternate work site #1 and then to alternate work site #2 using a Gov't-furnished fare card. The traveler returns to the residence by bus at a cost of \$2. The traveler *is not* authorized any reimbursement since the cost to the traveler is less than the traveler's normal cost to get to work.

\*6. Example 6. The traveler ordinarily commutes to work by car pool and the one-way commuting distance to the PDS is 20 miles. The traveler drives to the PDS (20 miles). Later, the traveler drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). The traveler returns to residence (2 miles). The traveler *is not* authorized TDY mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

\*7. Example 7. The traveler ordinarily commutes by POC and the one-way commuting distance to the PDS is 10 miles. The traveler takes public transportation to an alternate duty site at a total cost of \$7.50. The traveler is reimbursed the entire \$7.50 (no deduction is made for ordinary POC commute).

**C2402 TRAVEL AT THE TDY LOCATION**

A. Travel Points. Transportation expense reimbursement in the TDY area may be authorized/approved for travel between:

1. Lodging and duty site;
2. Duty sites; or
3. Lodging or duty site and dining facility.

B. Meals and/or Lodging Unavailable at Duty Site. The AO may authorize travel reimbursement when a TDY traveler cannot obtain suitable meals and/or lodging at the place of duty. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved. The traveler may be reimbursed for:

1. Daily round trips between lodging and place of duty; and
2. Trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Commercial Travel. When authorized/approved, a traveler who uses commercial transportation is authorized reimbursement of:

1. Local public transportation fares;
2. Taxicab fares plus transportation-related tips (*when advantageous to the Government*); and
3. Special conveyance costs between lodging and duty site and between lodging/duty site and dining facility (*when advantageous to the Government*).

D. POC Travel. If authorized/approved, POC travel in and around the TDY station is reimbursed using the rules in par. C2401-C.

#### **C2403 TAXICAB USE INCIDENT TO AUTHORIZED WORK OUTSIDE REGULARLY SCHEDULED WORKING HOURS**

A. General. Reimbursement for taxicab fares and transportation-related tips between the office/duty site and residence may be authorized/approved, IAW Service regulations, under the following conditions. The traveler is:

1. Officially authorized to work outside of the traveler's regular working hours; and
2. Dependent on public transportation for travel; and,
3. Traveling during hours of infrequently scheduled public transportation or darkness.

B. Authorization/Approval Authority. Taxicab fare reimbursement may be authorized/approved by the official who authorized duty outside the regular working hours or by the traveler's supervisor, if such authority has been delegated.

C. Finance Regulations Requirements. Finance regulations may require that authorization/approval indicating the use of taxis as advantageous to the Government be written separately or be placed on the reimbursement voucher.

D. POC Mileage. *There is no authority to reimburse POC mileage for travel ICW authorized work outside regularly scheduled working hours (58 Comp. Gen 188 (1978); B-171969.42, 9 January 1976; B-202836, 19 November 1981; and B-307918, 20 December 2006).*

#### **C2404 VOUCHERS AND SUPPORTING DOCUMENTS**

See Chapter 1, Part E.

4. Travel expenses related to attendance at a conference (Appendix R).

**C3102 BLANKET TDY TRAVEL**

A blanket TDY travel authorization/order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. That the travel type is “blanket TDY travel”;
2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
3. Of the general geographic area limitations;
4. Of a specific period of time within a fiscal year;
5. Of the reason(s) for this type of travel;
6. Designating the traveler as an acting transportation officer, if applicable;
7. Authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as being to the Government’s advantageous, if appropriate;
8. Authorizing excess accompanied baggage, if necessary; and
9. Of other conditions, limitations, and instructions, as appropriate.

***NOTE 1:*** A blanket travel authorization/order is not used in DTS.

***NOTE 2:*** A blanket travel authorization/order must never authorize premium-class travel. If travel in premium-class accommodations becomes necessary for specific trips, an amendment to the authorization/order for each such trip must be issued.

**C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS**

An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 days or less in any continuous 365 day period) by the Government (under 5 USC §5703) and paid on a daily-when-actually-employed basis or serving without pay or at \$1 a year (see par. C4975 and Appendix E, Parts I and II). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE:*** This use of ITAs does not apply to contractors.

**C3104 PCS TRAVEL**

A. General. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A PCS travel authorization/order must contain the same basic information prescribed in par. C3151, plus a statement:

1. In all cases:
  - a. Naming the old and new PDSs and their locations;
  - b. The reporting date at the new PDS; and

2. If applicable:
  - a. Names and relationships of eligible dependents and children's birth dates who are authorized travel;
  - b. That dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known, and of dependents' travel origin or destination points (when different from the employee's);
  - c. That excess accompanied baggage transportation costs may be approved only after PCS travel. See par. C2302. A statement should be added to advise travelers that they should be financially prepared to pay for excess accompanied baggage charges. See par. C4720-A11.;
  - d. Of the maximum HHG weight the employee may transport including:
    - (1) Temporary storage authority;
    - (2) HHG shipment origin and/or destination points (when different from the employee's);
    - (3) The transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
    - (4) (For Government-arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
  - e. That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;
  - f. Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.
- \*g. Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel authorization/order. If Relocation Services is contingent, the block must be checked on the travel authorization/order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. CONUS PCS Travel. A travel authorization/order for a CONUS-to-CONUS PCS must contain the same information as in par. C3104-A above, plus a statement:

1. That the travel type is "PCS travel," and
2. If applicable:
  - \*a. That a service agreement has been signed. See par. C5550;
  - b. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

- c. Authorizing TQSE for the employee and/or dependent incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
- d. Authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
- e. Authorizing real estate and unexpired lease expenses;
- f. Authorizing special conveyance use for PCS travel;
- g. That transportation of POV(s) within CONUS is authorized (after the mandatory cost comparison showing a financial savings to the Government has been completed) as more advantageous;
- h. Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);
- i. That a home marketing incentive payment is authorized if earned IAW Chapter 15, Part C;
- j. That a reduction in force or function transfer is due to base closure if such is the case; and
- k. The conditions in par. C2159-C1 for using more than 2 POCs are authorized/approved by travel authorization/order amendment after the fact.

C. First Duty Station for Appointees. A travel authorization/order to the first PDS for an appointee must contain the same basic information prescribed in par. C3104-A, plus a statement:

- 1. That the travel type is "travel to first duty station (5 USC §5723)";
- \*2. Of the date the required service agreement is signed;
- 3. Of the actual residence;
- 4. Of the position title and grade to which appointed;
- 5. If transportation of POV(s) within CONUS is authorized as to the Government's financial advantage; and
- 6. That the conditions in par. C2159-C1 for using more than 2 POCs are authorized, or approved by travel authorization/order amendment after the fact.

D. OCONUS Permanent Duty Travel

- 1. General. A travel authorization/order for OCONUS permanent duty travel must contain the same basic information prescribed in par. C3104-A, plus a statement:

- a. That the travel type is "permanent duty travel," and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C5000);
- b. Of the actual residence, as appropriate;
- \*c. Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
- d. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
- e. Of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. For POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation IAW par. C2159;
- g. Prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- h. Of the maximum HHG weight the employee may transport or store; and
  - (1) Any weight limitation imposed by the OCONUS command;
  - (2) The weight allowance for consumables if authorized (par. C5154-D and Appendix F);
  - (3) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
  - (4) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
- i. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- j. Of an alternate travel origin or destination point allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
- k. Whether or not a POV shipment is authorized;
- l. If ocean-going car ferries are authorized (see par. C2166);
- m. If applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, TQSE type, and number of days authorized;

- n. If property management services are authorized; and
  - o. If TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel authorization/order also must include a statement:
- a. Authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
  - b. Of the number of leave days granted;
  - c. That "This employee has completed the minimum period of service for this command and has signed a new eligibility service agreement on (date)";
  - d. Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;
  - e. Of the reporting date for duty at the OCONUS PDS following authorized absence;
  - f. Of baggage weight limits;
  - g. Authorizing up to 90 days HHG temporary storage if allowed in par. C5190;
  - h. Of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
  - i. Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

**C3105 TCS TRAVEL**

A. Events Requiring a Travel Authorization/Order. A separate travel authorization/order is required to:

- 1. Assign the employee from the PDS to the TCS;
- 2. Return the employee from the TCS to the PDS; or if the TCS becomes the employee's new PDS:
- 3. Assign the TCS point as the new PDS; and
- 4. Authorize the employee to return to the former PDS (par. C5720-B1).

B. Travel Authorization/Order Content. Each travel authorization/order must reference any prior TCS travel authorizations/orders to which it is related. A travel authorization/order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel authorization/order must contain the same basic information prescribed in par. C3151, plus a statement:

- 1. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;

2. Of the PDS(s) and TCS involved and locations;
3. Of the TCS/PDS reporting date; and if applicable;
4. Of eligible dependents' names and relationships who are authorized travel (including children's birth dates);
5. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
6. That excess accompanied baggage transportation costs may be approved only after TCS travel (see par. C2302). A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see par. C4720-A11).;
7. Of the maximum HHG weight the employee may transport;
  - a. Of temporary storage authority;
  - b. Of HHG origin or destination points (when different from the employee's);
  - c. Of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
  - d. How the employee intends to fulfill financial responsibility for charges not allowed on a Government arranged move (e.g., borne by, or collected from, the employee);
8. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
9. If TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and

For OCONUS travel only:

10. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
11. Of transportation modes (see par. C3151);
12. Prohibiting commercial transportation use when Government transportation facilities (see par. C2206) make the travel reservations;
13. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

B. Mileage Reimbursement. For PCS mileage/MALT reimbursement when an employee and/or dependents travel by privately owned automobile, see par. C5050-A.

C. Real Estate Transactions

1. If an employee is notified of selection for a training program and subsequent transfer to a new PDS (without returning to the old PDS), the employee has been officially notified of a transfer to a new PDS for Chapter 5, Part P purposes.
2. Before the training begins, a selected employee should be issued a PCS travel authorization/order assigning the employee to the training program and stating that the employee is being transferred to a new PDS after training is completed. This travel authorization/order establishes the employee's authorization for the real estate transaction allowance reimbursement in Chapter 5, Part P.
3. Payment of the real estate transaction allowances in Chapter 5, Part P (as well as other PCS allowances authorized for an employee's transfer) may be authorized only after the employee has:
  - a. Successfully completed the training program,
  - \*b. Signed the service agreement required in par. C5564, and
  - c. Been assigned to a PDS (other than the PDS at the time of selection and entry to the training assignment) (B-161795, 29 June 1967).

**C4515 INTERNS AND TRAINEES**

1. When moving an intern or a trainee, the DOD component must determine if the move is primarily for training or primarily for the performance of work. The designation of a facility as a "school" or "training center" may be helpful in making this determination, but it is not necessarily determinative; there are assignments that are primarily for training purposes that do not involve a school facility and assignments to school facilities that do not involve training.
2. Assignment of an employee to learn from the performance of a particular job at a particular facility does not necessarily require the conclusion that the assignment is primarily for training.
3. Because of varying circumstances, it is necessary to evaluate each individual move.
4. *If an assignment is primarily for training, this Part applies. If the assignment is primarily for the performance of work. See par. C5075.*

**C4520 TRANSPORTATION AND PER DIEM OR AEAS**

1. Transportation and per diem or AEAs while traveling to a training location at the beginning of the assignment and return to the residence following training completion are computed the same as for travel to and from a TDY assignment.

2. If an employee is authorized per diem or AEAs but elects to commute between the training location and PDS residence, en route per diem or AEA reimbursement and daily round-trip transportation may not exceed the per diem or AEAs allowed if the employee had remained at the training location. See par. C4677.
3. The employee is authorized **round-trip** TDY mileage or the cost of **round-trip** public conveyance transportation (from the residence to the training location) and per diem or AEAs (par. C4553 or C4600) when authorized to remain overnight at the training location to comply with training assignment requirements.

#### C4525 LODGING AND/OR MEALS OBTAINED UNDER CONTRACT

A contracting officer may contract for rooms and/or meals for employees traveling on TDY. The total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in Chapter 4, Part L. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is authorized an appropriate amount under Chapter 4, Part L for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the training course sponsor do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in Chapter 4, Part L (60 Comp. Gen. 181 (1981)). For AEA information, see Chapter 4, Part M. **NOTE: There is NO reimbursement for any items rented for contract quarters that are rented with an "option to buy"** (GSBCA 15890-TRAV, 29 July 2003).

#### C4530 PER DIEM FOR TRAINING ASSIGNMENTS

A. General. Per diem rates for all courses of instruction are determined under par. C4530 in the same manner as for any other TDY (see Chapter 4, Part L) except for courses of instruction for which a specific rate is prescribed in par. C4530-B, and training, research, and study programs of more than 30 consecutive calendar days to which the rates in pars. C4530-C and C4530-D apply. See par. C4550 for procedures to request changes to the rates in par. C4530-B. Per diem allowances for the arrival day at, and departure day from, the training location are determined using the 'Lodgings-Plus' method in par. C4553.

##### B. Rates for Specific Training Courses

1. General. The per diem rates prescribed for specific training courses and for training assignments of more than 30 consecutive calendar days apply from the day following the arrival day at the training location through the day prior to the departure day. **The per diem rates are not subject to further reduction.**
2. Survival Training School, Fairchild Air Force Base, Washington. A \$12.50 per diem rate applies during DOD employees' attendance at the Survival Training School, Fairchild Air Force Base, Washington, under a TDY assignment except during field and compound training periods. **No per diem is payable for field and compound training periods.** When an employee pays for Government quarters use, the \$12.50 is increased by the quarters' charge, without rounding the total to the nearest dollar.

C. Per Diem for Training Assignments of more than 30 Consecutive Calendar Days. Per diem rates for training assignments of more than 30 consecutive calendar days at one location are prescribed in par. C4530-D and apply from the day following the arrival day at the training location through the day prior to the departure day. Training assignments include research and study programs conducted at any college or university, other academic institution, or training facility, industrial concern, or any work or training assignment determined to be primarily for training, and at which attendance in a TDY status is authorized, IAW par. C4515. **All assignments under the DOD-wide Training Agreement for Rotational Assignments for Development of Key Personnel of the DOD, or similar training and development programs, are primarily for training.** Per diem payments for training determined IAW instructions in pars. C4530-D1a and C4530-D1d are payable in fixed amounts.

See par. C4565, Example 3, for per diem computation method.

F. Mixed Travel Reimbursement. "Mixed travel" occurs when official travel within a single trip is subject to payment of per diem under the 'Lodgings-Plus' computation method and an AEA under the actual expense method. Reimbursement is computed under only one method for each calendar day except when par. C4710 or C4622-C, applies. When AEA reimbursement for certain travel days is intermittent with the per diem method used for other days, par. C4624-D governs.

#### C4554 PER DIEM RULES CONCERNING MEALS

##### A. Determination of M&IE Rate

###### 1. Full Day

###### a. CONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>,
- (2) Standard GMR, plus \$3 for incidental expenses on any day all three meals are consumed in a Government mess, or
- (3) PMR on any day when at least one, but not all three, meals are consumed in a Government mess. The PMR plus \$3 for incidental expenses.

###### b. OCONUS. The

- (1) Applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, (use \$3.50 for the incidental rate, when quartered on a U.S. Installation even if a Government mess is not used, instead of the locality incidental expense rate (see **NOTE** below on incidental expense));
- (2) Standard GMR for meals in a Government mess plus the incidental expense rate (see **NOTE** below) on any day all three meals are consumed in a Government mess, or;
- (3) PMR plus the incidental expense rate (see **NOTE** below). The PMR applies on any day when at least one, but not all three meals, are consumed in a Government mess.

**NOTE:** *The incidental expense rate OCONUS is the applicable locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, or \$3.50 when the employee is TDY to a U.S. Installation and Government quarters are available. There are two exceptions, the AO can determine:*

- 1. \$3.50 to be adequate when the employee is not lodged on a U.S. Installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel authorization.*
- 2. That \$3.50 is not adequate on a U.S. Installation and authorize/approve the applicable locality incidental expense rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. In this case, locality incidental expense rate payment must be stated in the travel authorization.*

###### c. Joint Task Force (JTF) Operations. See Chapter 4, Part I.

###### 2. Partial Days. *On the days of departure from and return to the PDS, the GMR or PMR do not apply.*

3. Schoolhouse Training (Formal Courses of Instruction). The schoolhouse commander is authorized to determine the appropriate meals rate (GMR, PMR or locality meals rate) regardless of what the AO may put in a TDY travel authorization to the contrary. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the travel authorization. If that information is not available prior to travel authorization issuance, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

\*B. Deductible Meals

\*1. The PMR in par. C4554-A applies on any day when one or two deductible meals are provided. See Appendix R, Part II, par. J. The Government should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Government pays nothing does not affect per diem payment.

\*2. A deductible meal is a meal:

\*a. Made available pursuant to an agreement between a DOD Component or agency and any organization, if the travel authorization indicates the facility providing the meal(s) is available;

\*b. Included in a registration fee ultimately paid by the Government;

\*c. Furnished at no cost to the traveler by a school while attending a course of instruction if the Government ultimately pays the school for the meal cost;

\*d. Furnished by the Government at no cost to the traveler;

\*e. Provided by a lodging establishment for which a charge is added in the lodging cost (ex., lodging cost \$75 without breakfast; lodging cost \$85 with breakfast); or

\*f. Provided by a lodging establishment when the meal(s) are included in the lodging cost under an agreement between the Government and the lodging establishment (ex., an agency arranges for lodging at a conference and the cost of one or more meals is included in the lodging cost).

\*3. The following is not a deductible meal:

\*a. Box lunch (which includes such things as C Rations, K Rations, MREs) -- except when an MRE and/or a box lunch is the *only method* of providing adequate subsistence to a traveler. ***NOTE: See Chapter 4, Part I, for a traveler on TDY within a Combatant Command or Joint Task Force Area of Operations,***

\*b. In-flight meal,

\*c. Rations furnished by the Government on military aircraft,

\*d. Government meal paid for by the traveler and consumed in a Government mess,

\*e. Meal furnished on commercial aircraft,

\*f. Meal provided by private individuals, or

\*g. Meal provided by a lodging establishment on a complimentary basis without adding a charge for the meal in the lodging cost (ex., lodging cost \$75 with or without breakfast).

***NOTE: If all three meals are deductible and provided/consumed at no cost to the traveler only the incidental expenses for that day (\$3 in CONUS; or the locality incidental expenses (see***

<http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) or \$3.50 OCONUS) are payable.

C. Absence of Commercial OCONUS Establishments that Prepare and Serve Meals. When:

1. Government quarters are available or Government contractor's lodging facilities are used at an OCONUS location; and
2. The AO determines that no commercial establishments prepare and serve food either at or within a reasonable distance from the TDY station

per diem for full days should be based on the normal costs for food in whatever facilities are available and normally used by a traveler at that place. The AO must determine and state in the travel authorization, the applicable per diem rate. In determining the rate payable, the traveler is allowed a rate equal to the normal cost of food and lodgings in the available facilities plus \$3.50 for incidental expenses or the incidental rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>, when the AO determines \$3.50 to be inadequate for anticipated expenses. The sum of these items is rounded to the next higher dollar.

D. TDY Performed in Support of Military Units on Field Duty. No per diem is payable to a civilian employee under a civilian travel authorization who, as part of assigned duties, accompanies military units on field duty, or provides noncombatant support to military units. See Appendix A for the definition of field duty. The per diem payment prohibition applies when both Government mess, including field rations (even though the employee is assessed a charge for that meal(s)) and Government-provided billeting are available (non-transient barracks or tents). An employee on field duty is required to pay the discounted meal rate for any meal(s) consumed in a Government mess (including field rations). Reimbursement is authorized for any charges incurred for meals or for any cost of quarters necessarily procured during the TDY assignment.

E. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Lodging Establishment. Meals provided by a common carrier do not affect per diem. Complimentary meals provided by a lodging establishment do not affect per diem as long as the room charge is the same with or without meals. See pars. C4554-B5 and C4554-B6 when a charge for meals is added to the lodging cost.

## C4555 RULES CONCERNING LODGING AND LODGING COST

### A. Lodging Location Rules

***NOTE:*** In CONUS, per diem locations are defined ordinarily by counties, not just cities.

1. Lodging at a TDY Location. Ordinarily an employee should lodge at the TDY location. If an employee obtains lodging outside the area covered by the TDY location per diem rate because of personal preference or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.
2. Lodging Not Available at a TDY Location. If lodgings are not available at a TDY location and must be obtained in an adjacent locality where the prescribed maximum per diem rate is higher, a DOD Component may, on an individual case basis, authorize/approve the higher maximum per diem rate. If the higher maximum rate is not justified and authorized in advance, an employee must furnish a written statement with the travel voucher satisfactorily explaining the circumstances.

B. Allowable Lodging Expenses. An official traveler is reimbursed for actual lodging costs up to the maximum amount prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> for the TDY locality. Expenses are allowed, as indicated, for lodging in the situations described in pars. C4555-B1, C4551-B2, C4551-B3, and C4555-B4.

1. Conventional Lodging. When an employee uses conventional commercial lodging facilities (hotel, motel, boarding house, etc.), the allowable lodging expense is based on the single room rate for the lodging used. For

double occupancy, see par. C4555-II. See par. C4555-G for computing the daily lodging expense when lodging is rented on a weekly or monthly basis.

2. Government Quarters. A fee or service charge paid for Government quarters use is an allowable lodging expense.

3. Lodging with a Friend or Relative (FTR §301-11-12 (c)). **Reimbursement of lodging cost is not ordinarily authorized when staying with a friend or relative.** When an official traveler lodges with a friend or relative - with or without charge - the official traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. **The Service/Agency cannot direct the official traveler to lodge with a friend or relative.** A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

The lodging reimbursement examples below apply for official travel including as an attendant/escort, evacuation, extended TDY, limited evacuation and other circumstances in which the official traveler has the option to stay with a friend or relative. The official traveler is not reimbursed the cost of comparable conventional lodging in the area or a flat 'token' amount.

Example 1: A civilian employee (extended TDY) and a member (short-term TDY), each traveling under an official TDY travel authorization/order to Location A, reside together with family members who live at/near Location A during the TDY. They commute daily to the TDY location. The DOD civilian employee's lodging cost may be reimbursed for substantiated lodging cost (above the cost the host ordinarily incurs) if the additional costs are substantiated and determined to be reasonable by the AO, but the member is not authorized lodging reimbursement. See JFTR, par. U4129-E.

Example 2: A DOD civilian employee is TDY (training) to Location A and stays in commercial lodging. A family member later joins the employee at personal expense. The traveler is authorized up to the single room rate and room taxes if applicable. See pars. C4430, C4530-D and C4552-I if the civilian employee's TDY duration exceeds 30 days.

The traveler must be counseled on required document substantiation and responsibility to support lodging cost reimbursement when staying with friend(s) and family.

***NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved - for example, if that individual is operating a hotel or apartment house - the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).***

***NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>.***

***NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last TDY days, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).***

4. Lodging in Non-conventional Facilities. The cost of non-conventional commercial lodging facilities is allowed. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is acceptable to the DOD Component.

C. Lodging Obtained after Midnight. Although per diem ordinarily is based on an employee's TDY location at midnight, there are instances in which an employee is en route and does not arrive at a lodging location (either TDY location or en route stopover point) until after midnight. In these cases, the lodging expense must be claimed for the preceding calendar day and the applicable maximum per diem for the preceding day is determined as if the employee had been at the lodging location at 2400 midnight of that day.

D. Allowable Expenses when an Apartment, House, or Recreational Vehicle Is Rented or Used for Quarters. When an employee on TDY rents a furnished/unfurnished apartment, house or recreational vehicle (includes a mobile home, camper, camping trailer, or a self-propelled mobile recreational vehicle) for use as quarters, per diem is computed IAW the provisions of par. C4553 and par. C4559 when a recreational vehicle is used for lodging. Allowable lodging expenses are (50 Comp. Gen. 647 (1971) and 52 id. 730 (1973)):

1. Apartment, house, or recreational vehicle rent (see par. C4559-B);
2. Parking space rental for the recreational vehicle;
3. Appropriate and necessary furniture rent, such as a stove, refrigerator, chairs, tables, beds, sofas, television, and a vacuum cleaner;

***NOTE: Some rental agreements (i.e., furniture rental agreements) include options-to-buy clauses that result in the renter owning the rented item (i.e., furniture) at the contract term end. A traveler may be reimbursed for the cost of such a rental agreement (i.e., cost of furniture rental as part of the lodging cost) while on TDY if the traveler has no other choice but to enter into such an agreement. However, if the traveler exercises the purchase option, the amount that is being credited toward the purchase must be returned to the Government by the traveler if paid to the traveler as part of the travel claim settlement (B-259520, 7 December 1995).***

4. Connection, use, and disconnection costs of utilities including electricity, natural gas, water, fuel oil, and sewer charges;
5. Dumping fees;
6. Shower fees;
7. Maid fees and cleaning charges;
8. Monthly telephone use fees (*does not include installation charges and unofficial long distance calls. When a personally-owned cellular phone is used in lieu of an installed phone, the monthly cell-phone fee may not be claimed. See par. C1405 for official communications.*);
9. The costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters, if ordinarily included in the price of a hotel/motel room in the area concerned; and
10. Exchange fee (but not the annual maintenance fee) paid by a traveler to acquire use of timeshare lodgings at the TDY point (B-254626, 17 February 1994).

In determining the daily amount of expense items which do not accrue on a daily basis such as cost for connection/disconnection of utilities, dumping fees, shower fees, cleaning charges, monthly telephone use fee, etc., these expenses may be averaged over the number of days the employee is authorized per diem during the entire TDY trip.

E. Allowable Expenses when a Residence Is Purchased and Used for TDY Lodgings. An employee may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

1. Mortgage interest,
2. Property tax, and
3. Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, and sewer charges

prorated based on the number of days in the month rather than by the actual number of days the employee occupied the residence (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see Chapter 4, Part M) is authorized/approved. Par. C4555-G does not apply when the residence is purchased.***

***NOTE: An employee who purchases or rents (par. C4555-D) and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBCA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBCA_16699.htm)).***

F. Dual Lodging Reimbursement on a Single Day. When it is necessary for a traveler to retain lodgings at one TDY location (ex. Location A) for other than personal convenience and procure lodgings at a second TDY location (ex., Location B) on the same calendar day, the lodgings cost incurred at the second TDY location (Location B) is used for computing the traveler's per diem for TDY at that location (Location B) for that day. The lodging cost incurred at the first location (Location A) is reimbursable as a miscellaneous expense allowance (App G, Part I, Item 21k) if approved by the AO (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement for the actual lodging cost at the first TDY location (Location A) cannot exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained there (Location A) overnight. A travel authorization that authorizes long-term reimbursement for dual lodging is not permitted.*** (Ex., A travel authorization is prepared to authorize TDY at Location C for 150 days. The AO knows the traveler is to spend limited time at Location C and is to, in fact, be going to one or more other locations for lengthy periods during the TDY period. Using this authority to authorize multiple long periods (or a single all-encompassing period) of dual lodging reimbursement for lodging retained at Location C is not authorized.)

<b>Example 1</b>
A traveler who leased an apartment while on a long-term TDY assignment in Location A was required to perform additional TDY in Location B for 5 days. The AO agreed that it would be more economical for the traveler to retain the apartment in Location A while on TDY in Location B and authorized/approved reimbursement for the \$45 daily apartment cost as a miscellaneous expense allowance (App G, Part I, Item 21k). The lodging cost incurred in Location B (\$95 per day) was used for computing the traveler's per diem while TDY in that city.
Applicable per diem rates as used in this example:
Location A (\$130/ \$46)
Location B (\$119/ \$46)
Location A apartment reimbursement for 5 days: \$225 (\$45/day x 5 days)
TDY assignment per diem in Location B:
<b>First day</b> (departure day from Location A and arrival day in Location B): \$46 (M&IE) plus \$95 (lodging cost) = \$141/day plus lodging tax (see <b>NOTE</b> )
<b>Second thru fifth day:</b> \$46 (M&IE) plus \$95 (lodging cost) = \$141/day x 4 days = \$564 plus lodging tax (see <b>NOTE</b> )
<b>Return day to Location A:</b> \$46 (M&IE) plus \$45 (lodging cost) = \$91

## CHAPTER 5

### PERMANENT DUTY TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

---

<u>Paragraph</u>	<u>Title/Contents</u>
<b>C5000</b>	<b>SCOPE</b>
	A. General (FTR §302-1.1)
	B. Two or More Family Members Employed (FTR §302-3.2)
	C. Employee Married to Uniformed Service Member
	D. Travel Authorization Issuance
	E. Funding Responsibility
<b>C5005</b>	<b>PCS TRAVEL ELIGIBILITY</b>
	A. PCS Travel in the Government's Interest
	B. PCS Allowance Eligibility
	C. PCS Limitation Policy
<b>C5010</b>	<b>ELIGIBILITY AND ALLOWANCE TABLES FOR DESIGNATED ASSIGNMENTS/TRANSFERS/MOVEMENTS</b>
	A. Table 1 - Eligibility Table
	B. Tables 2 through 12

#### **PART B: EMPLOYEE TRANSPORTATION AND SUBSISTENCE ALLOWANCES**

---

<b>C5050</b>	<b>PCS MILEAGE ALLOWANCE (FTR §302-4.300)</b>
	A. POC Travel
	B. Mixed Transportation Modes
	C. Other Reimbursable Expenses
<b>C5055</b>	<b>USE OF MORE THAN TWO AUTOMOBILES</b>
<b>C5060</b>	<b>ALLOWABLE PER DIEM (FTR §302-4.200)</b>
	A. POC Use to the Government's Advantage
	B. Exception
	C. POC Use Not to the Government's Advantage
	D. Per Diem Rates for PDT
	E. Per Diem Allowance Elements
	F. 'Lodgings-Plus' Per Diem Computation Method
	G. PDT
	H. Per Diem Computation Examples

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5065</b>	<b>COMPUTING POC TRAVEL REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Reimbursement Computation Example for One Automobile</li><li>C. Reimbursement Computation Example for Two Automobiles</li><li>D. Computation Example of the PCS Mileage Allowance Rate for Two Separate Trips</li></ul>
<b>C5070</b>	<b>TRAVEL AND TRANSPORTATION REIMBURSEMENT</b> <ul style="list-style-type: none"><li>A. Authorized PCS Allowances</li><li>B. Allowance Restrictions</li><li>C. Discretionary Allowances</li></ul>
<b>C5075</b>	<b>PCS MOVEMENTS (FTR §302–3)</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Travel and Transportation Allowances</li><li>C. Agreements/Service Requirements/Violation Agreements</li><li>D. Alternate Origin and/or Destination Limitation</li></ul>
<b>C5080</b>	<b>TRAVEL AND TRANSPORTATION UNDER SPECIAL CIRCUMSTANCES</b> <ul style="list-style-type: none"><li>A. First Duty Station Travel Eligibility</li><li>B. New Appointee and Student Trainee Appointments and Assignments to the First PDS (FTR §302-3, subpart A)</li><li>C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302–3.206)</li><li>D. Return from Military Duty</li><li>E. Successive PCS Assignments and Delayed Movement of Dependents and/or HHG to the Last PDS</li><li>F. Short Distance Transfers (PCS within Same City/Area) (FTR §302-2.6)</li><li>G. Waiver of Limitations for an Employee Relocating to/from a Remote or Isolated Location (FTR §302-2.106)</li></ul>
<b>C5085</b>	<b>SEPARATION TRAVEL FROM OCONUS DUTY (FTR §302–3, subpart D)</b> <ul style="list-style-type: none"><li>A. Eligible Employee</li><li>B. Separation Travel and Transportation Allowances</li><li>C. Separation Travel and Transportation Allowances Loss</li><li>D. Limited Separation Travel and Transportation Allowances</li><li>E. Employee Not Eligible</li><li>F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5090</b>	<b>LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT</b>
	A. Applicability
	B. Eligibility Criteria
	C. Authorization/Approval
	D. Allowable Expenses
	E. Expenses Not Allowable
	F. Origin and Destination
	G. Time Limits for Beginning Travel and Transportation
	H. Funds Use

---

## **PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES**

---

### **SECTION C1: GENERAL**

<b>C5100</b>	<b>ELIGIBILITY</b>
	A. General
	B. Child's Age and Travel Eligibility

### **SECTION C2: PCS TRANSFERS**

<b>C5105</b>	<b>TRANSFERS TO AND WITHIN CONUS</b>
	A. When Authorized
	B. Origin and Destination
	C. Transportation Mode and Routing
	D. Expenses Authorized
	E. Travel Authorization
	F. Time Limitation
<b>C5110</b>	<b>TRANSFERS TO AND BETWEEN OCONUS PDS'S</b>
	A. When Authorized
	B. Travel Origin and Destination
	C. Concurrent Travel
	D. Transportation Mode and Routing
	E. Expenses Authorized
	F. Travel Authorization
	G. Time Limit

### **SECTION C3: DEPENDENT STUDENT TRAVEL**

<b>C5120</b>	<b>DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL</b>
	A. Authority and Eligibility
	B. DODEA Student Activity Travel
	C. Per Diem Computation Example

**Paragraph    Title/Contents****SECTION C4: DEPENDENT PER DIEM RATES****C5125            DEPENDENT PER DIEM RATES**

- A. Travel En Route between an Employee's Old and New Duty Station
- B. Per Diem Computation Example
- C. Exclusions
- D. Round-trip House Hunting Travel
- E. Evacuation Travel
- F. Student Dependent Travel to Attend School
- G. Travel by Commercial Ship

**C5130            PER DIEM FOR TRAVEL TO A NEW PDS WHEN RAT IS INVOLVED**

- A. General
- B. Examples

**SECTION C5: DEPENDENT MEDICAL TRAVEL****C5134            DEPENDENT MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**

- A. General
- B. Eligibility
- C. Required Health Care Determination
- D. Authorized Health Care
- E. Unauthorized Health Care
- F. Designated Point

**C5136            MEDICAL TRAVEL ADMINISTRATION**

- A. Applicable Regulations
- B. Travel Authorization
- C. Funding
- D. Excess Costs Agreement
- E. Premium Class Accommodations

**C5138            TRANSPORTATION**

- A. General
- B. Limitation

**C5140            PER DIEM**

- A. General
- B. Maximum Number of Days
- C. Elective Destinations
- D. Hospital Stays
- E. Dental Care
- F. Obstetric Care
- G. Newborn Infant
- H. Per Diem Rates

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5142</b>	<b>EXCESS ACCOMPANIED BAGGAGE</b>
<b>C5144</b>	<b>SAMPLE EXCESS COST AGREEMENT</b>
<b>C5146</b>	<b>ATTENDANTS/ESCORTS</b>
	A. Definition
	B. Determination
	C. Appointment
	D. Travel Allowances
	E. Attendant Compensation Agreement
	F. Attendant Per Diem
	G. Non-Concurrent Attendant Travel
<b>C5148</b>	<b>SEPARATE MAINTENANCE ALLOWANCE (SMA) ICW MEDICAL TRAVEL</b>
	A. Eligibility
	B. Restrictions
	C. Payment Authority

---

#### **PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION (FTR §302-7)**

---

<b>C5150</b>	<b>GENERAL</b>
<b>C5152</b>	<b>ELIGIBILITY</b>
<b>C5154</b>	<b>BASIC ALLOWANCES</b>
	A. General
	B. Prescribed Weight Allowances (FTR §302-7.2)
	C. Professional Books, Papers, and Equipment (PBP&E)
	D. Additional Consumable Goods (FTR §300-3.1)
	E. Weight Additive Articles (FTR §302-7.20)
	F. HHG Transportation Expenses
	G. HHG Transportation and Storage Documentation (FTR §302-7.104)
	H. Loss or Damage Claims (FTR §302-7.11)
	I. Services
	J. Employee Married to an Employee or to a Uniformed Service Member
	K. HHG Transportation between Local Quarters
<b>C5156</b>	<b>ADMINISTRATIVE WEIGHT LIMITATIONS (FTR §302-7.16)</b>
	A. Policy
	B. Exceptions
	C. Shipment from a Weight-restricted Area
<b>C5158</b>	<b>RE-TRANSPORTATION OF THE SAME HHG</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5160</b>	<b>TRANSPORTATION METHODS (FTR §302-7.100-201)</b> <ul style="list-style-type: none"><li>A. HHG</li><li>B. Unaccompanied Baggage</li><li>C. Actual Expense (FTR §302-7.200)</li><li>D. Commuted Rate (FTR §302-7.13)</li><li>E. Split Transportation (FTR §302-7.3)</li><li>F. Employee Responsibility (FTR §302-7.15)</li><li>G. Limitations</li><li>H. Cost Comparison</li><li>I. Multiple Transfers</li></ul>
<b>C5165</b>	<b>FACTORS AFFECTING HHG TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. Combining Weight Allowances when Husband and Wife Are Both Employees</li><li>B. Reserved</li><li>C. Reserved</li><li>D. Improper Transportation</li><li>E. Items of Extraordinary Value</li><li>F. Mobile Home Allowances</li><li>G. HHG Transportation before a PCS Travel Authorization Is Issued</li><li>H. Time Limitation</li><li>I. Alcoholic Beverage Shipment</li></ul>
<b>C5170</b>	<b>DETERMINING THE NET WEIGHT</b> <ul style="list-style-type: none"><li>A. Crated Shipments</li><li>B. Uncrated Shipments</li><li>C. Containerized Shipments (FTR §302-7.12)</li><li>D. Constructed Weight (FTR §302-7.12)</li></ul>
<b>C5175</b>	<b>EXCESS CHARGES</b> <ul style="list-style-type: none"><li>A. Policy</li><li>B. Excess Weight beyond Employee Control</li></ul>
<b>C5180</b>	<b>TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION</b> <ul style="list-style-type: none"><li>A. HHG Shipment between CONUS PDSs</li><li>B. HHG Transportation to and between OCONUS PDSs</li><li>C. HHG Transportation from OCONUS to CONUS PDSs</li></ul>
<b>C5190</b>	<b>STORAGE IN TRANSIT (SIT)</b> <ul style="list-style-type: none"><li>A. General (FTR §302-7.107)</li><li>B. Time Limitation</li><li>C. Reimbursement (FTR §302-7.107-110)</li></ul>

**Paragraph      Title/Contents****C5191      EXTENSION OF THE 180 DAY SIT LIMIT**

- A. General
- B. Requirements
- C. Authority
- D. Submission Process
- E. Restrictions

**C5195      NON-TEMPORARY STORAGE (NTS)**

- A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §302-8.100-108)
- B. HHG NTS ICW Moves to and between OCONUS Areas (FTR §302-8.200-203)
- C. NTS of HHG for a DODDS Employee (FTR §302-8.300-301)

**PART E: POV TRANSPORTATION**

---

**SECTION E1: GENERAL****C5200      GENERAL**

- A. Authorized Personnel
- B. Rental Car
- C. Miscellaneous POV Shipment Information

**C5204      SIZE LIMIT****SECTION E2: OCONUS POV TRANSPORTATION****C5208      ELIGIBILITY**

- A. General
- B. Criteria
- C. Conditions
- D. Travelers Assigned to Johnston Island

**C5212      AUTHORIZATION**

- A. Transportation Not Authorized
- B. Transportation Authorized

**C5216      TRAVEL AND TRANSPORTATION TO/FROM PORTS**

- A. General
- B. Alternate Ports
- C. Transportation to/from Ports/VPCs

**C5220      CIRCUMSTANCES**

- A. Transfer or Assignment between OCONUS PDSs
- B. Agreement Not Completed and Traveler Transfers or Is Reassigned from OCONUS to CONUS
- C. Agreement Not Completed and Traveler Returns to CONUS for Separation
- D. Traveler Being Separated Following Completion of the Agreed Minimum Period of Service or for Reasons Acceptable to the Government

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5224</b>	<b>SHIPMENT METHODS</b> A. Government-arranged POV Transportation B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207)
<b>C5228</b>	<b>DELAYS WHILE AWAITING PORT FACILITY REOPENING OR POV DELIVERY</b>
<b>C5232</b>	<b>REPLACEMENT POV TRANSPORTATION</b> A. General B. Emergency Replacement C. Non-emergency Replacement D. Limitations
<b>C5236</b>	<b>EMERGENCY STORAGE IN THE EVENT OF EVACUATION</b> A. Eligibility B. Location C. Expenses
<b>SECTION E3: CONUS POV TRANSPORTATION</b>	
<b>C5240</b>	<b>GENERAL</b>
<b>C5244</b>	<b>AUTHORIZATION</b> A. General B. Authorized Origin/Destination C. Towing Equipment Cost
<b>C5248</b>	<b>SHIPMENT METHODS</b> A. Government-arranged POV Transportation B. Traveler-arranged POV Transportation (FTR §302-9.142 §302-9.207) C. Transporting a Specially Equipped Automobile between CONUS PDSs (64 Comp. Gen. 30 (1984))

---

**PART F: MOBILE HOME TRANSPORTATION (FTR PART §302-10)**

---

<b>C5250</b>	<b>GENERAL (FTR, §302-10.1)</b>
<b>C5255</b>	<b>AUTHORIZED TRANSPORTATION</b>
<b>C5260</b>	<b>GEOGRAPHIC LIMITATIONS (FTR, §302-10.4)</b> A. Authorized Origin/Destination Points B. Alternate Origin/Destination Points C. Transportation Limitations (FTR, §302-10.3)

---

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5265</b>	<b>ALLOWANCES</b> A. General B. Transportation C. Employee Married to Employee D. Employee Married to Uniformed Member
<b>C5270</b>	<b>TRANSPORTATION LIMITATIONS</b> A. Limitation B. Responsibility
<b>C5275</b>	<b>PERSONALLY PROCURED COMMERCIAL TRANSPORTATION</b> A. General B. Transportation Conditions C. Allowed Transportation Costs (FTR, §302-10.200) D. Transportation Costs Not Allowed (FTR, §302-10.207)
<b>C5280</b>	<b>MOBILE HOME TOWED BY POC</b> A. Allowances B. Preparation Costs Allowed (FTR, §302-10.204)
<b>C5285</b>	<b>GOVERNMENT-PROCURED TRANSPORTATION</b> A. General (FTR, §302-10.206) B. Government's Cost Obligation
<b>C5290</b>	<b>TRANSPORTATION PARTLY BY COMMERCIAL TRANSPORTER AND PARTLY BY OTHER MEANS (FTR, §302-10.203)</b>
<b>C5295</b>	<b>ADVANCE PAYMENT (FTR, §302-10.300)</b>
<b>C5297</b>	<b>EMPLOYEE DEATH (FTR, §303-70.302)</b> A. CONUS B. OCONUS
<b>PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA) DUE TO HOUSEHOLD RELOCATION</b>	

---

<b>C5300</b>	<b>GENERAL</b> A. Purpose B. Advance Payments C. Mobile Home Relocation D. Lease Penalty Expense
<b>C5305</b>	<b>ELIGIBILITY</b> A. Employees Eligible for MEA B. Employees <i>Not</i> Eligible for MEA

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5310</b>	<b>REIMBURSEMENT</b>
	A. General
	B. Minimum Payment
	C. Maximum Payment
	D. Reimbursable Costs
	E. Non-Reimbursable Costs
	F. Administrative Procedures

---

## **PART H: TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE) – ACTUAL EXPENSE AND FIXED**

---

### **SECTION H1: GENERAL**

<b>C5350</b>	<b>PURPOSE</b>
<b>C5352</b>	<b>GENERAL</b>
	A. TQSE Types
	B. Foreign Transfer Allowance (FTA)
	C. Subsistence Expenses
	D. Restrictions
<b>C5354</b>	<b>TEMPORARY LODGING</b>
	A. Definition
	B. Limitations
<b>C5356</b>	<b>ELIGIBILITY</b>
	A. Conditions
	B. TQSE in Other Locations
	C. Exclusions
	D. Restrictions
<b>C5358</b>	<b>ALLOWANCE DUPLICATION</b>
	A. TQSE Payment
	B. TQSA Payment
	C. Restrictions
	D. Temporary Change of Station (TCS)

### **SECTION H2: TQSE - ACTUAL EXPENSE (TQSE(AE))**

<b>C5360</b>	<b>TQSE(AE) OPTION</b>
	A. General
	B. AEA
<b>C5362</b>	<b>AUTHORIZATION</b>
	A. General
	B. Considerations

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5364</b>	<b>LIMITATIONS</b> <ul style="list-style-type: none"><li>A. Payment Limitation</li><li>B. Time Limitations</li><li>C. Additional TQSE(AE) Period Justification</li><li>D. Occupancy Limitations</li></ul>
<b>C5366</b>	<b>ELIGIBILITY PERIOD</b> <ul style="list-style-type: none"><li>A. Starting Temporary Lodging Occupancy</li><li>B. Temporary Lodging Occupancy Time Period</li><li>C. Ending Temporary Lodging Occupancy</li></ul>
<b>C5368</b>	<b>RECEIPTS AND SUPPORTING DOCUMENTATION</b> <ul style="list-style-type: none"><li>A. Receipts and Supporting Statement</li><li>B. Submitting TQSE(AE) Claims</li></ul>
<b>C5370</b>	<b>PAYMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Actual Expenses Allowed</li><li>C. Excess Expenses</li><li>D. Lodging with a Friend or Relative</li><li>E. Itemization</li><li>F. Conditions Affecting Reimbursement</li><li>G. Mobile Home TQSE Reimbursement</li></ul>
<b>C5372</b>	<b>COMPUTATION</b> <ul style="list-style-type: none"><li>A. TQSE(AE) Calculation</li><li>B. Computation Examples</li></ul>
<b>SECTION H3: TQSE FIXED (TQSE(F))</b>	
<b>C5380</b>	<b>TQSE(F) OPTION</b>
<b>C5382</b>	<b>AUTHORIZATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Considerations</li></ul>
<b>C5384</b>	<b>LIMITATIONS</b> <ul style="list-style-type: none"><li>A. Payment Limitation</li><li>B. Time Limitation</li><li>C. Erroneous Advice</li></ul>
<b>C5386</b>	<b>ELIGIBILITY PERIOD</b>
<b>C5388</b>	<b>RECEIPTS AND SUPPORTING DOCUMENTATION</b>
<b>C5390</b>	<b>PAYMENT</b>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5392</b>	<b>COMPUTATION</b>
	A. HHT
	B. Payment Basis
	C. TQSE(F) Per Diem Rates/Percentages
	D. TQSE(F) Computation Chart
	E. TQSE(F) Computation Example

## **PART I: PET QUARANTINE**

---

<b>C5400</b>	<b>GENERAL</b>
<b>C5405</b>	<b>PET QUARANTINE REIMBURSEMENT</b>
<b>C5410</b>	<b>GENERAL PET INFORMATION</b>
	A. Government-funded Transportation Not Authorized
	B. Pet Quarantine Information
	C. U.S. Fish and Wildlife Service Requirements
	D. Related Restrictions
<b>C5415</b>	<b>EMPLOYEE AND/OR DEPENDENT TRANSPORTATION WHEN PET SHIPMENT IS INVOLVED</b>

## **PART J: DEPENDENT EARLY RETURN**

---

<b>C5450</b>	<b>DEPENDENT EARLY RETURN</b>
	A. Transportation
	B. Reimbursement
	C. Limitations
	D. Return of Former Spouse and/or Other Dependent (FTR § 302-3.227)

## **PART K: RENEWAL AGREEMENT TRAVEL (RAT)**

---

<b>C5500</b>	<b>GENERAL</b>
<b>C5503</b>	<b>ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS</b>
<b>C5506</b>	<b>EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982</b>
<b>C5509</b>	<b>EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982</b>
<b>C5512</b>	<b>ALLOWABLE TRAVEL AND TRANSPORTATION</b>
<b>C5515</b>	<b>RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY</b>
	A. Renewal Agreement Travel (RAT) Denial
	B. Renewal Agreement Travel (RAT) Delay

<u>Paragraph</u>	<u>Title/Contents</u>
C5518	<b>TRAVEL IN FAMILY UNITS NOT REQUIRED</b>
C5521	<b>RENEWAL AGREEMENT TRAVEL (RAT) NON-CUMULATIVE</b>
C5524	<b>BAGGAGE TRANSPORTATION</b>
C5527	<b>HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)</b>
C5530	<b>PER DIEM</b> <ul style="list-style-type: none"><li>A. An Employee is Authorized Per Diem During the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination</li><li>B. Per Diem Computation Example</li></ul>
C5533	<b>LEAVE STATUS DURING ABSENCE FROM DUTY</b>
C5536	<b>ALTERNATE DESTINATION</b> <ul style="list-style-type: none"><li>A. Authorization</li><li>B. Examples</li><li>C. Time and Location Requirement</li><li>D. Alternate Destination Not Authorized</li><li>E. Administration</li><li>F. Reimbursement</li></ul>
C5539	<b>LIMITATIONS</b> <ul style="list-style-type: none"><li>A. Household Goods (HHG)</li><li>B. Unaccompanied Dependents</li><li>C. Destination Point Relocation</li><li>D. Duplicate Eligibility</li><li>E. RAT ICW Other Travel</li></ul>
C5542	<b>DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER</b> <ul style="list-style-type: none"><li>A. Completion of Period of Service RAT</li><li>B. Exceptions</li><li>C. HHG Storage between School Years</li></ul>
C5545	<b>DEPENDENT TRANSPORTATION</b> <ul style="list-style-type: none"><li>A. When Authorized</li><li>B. Dependent Eligibility</li><li>C. Authorization Limitations</li><li>D. New Tour at Different OCONUS PDS</li><li>E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS</li></ul>

**Paragraph    Title/Contents****PART L: SERVICE AGREEMENTS**

---

**SECTION L1: GENERAL**

- C5550        SERVICE AGREEMENT**
- A.    General (FTR, §302-2.12)
  - B.    Failure to Sign a Service Agreement (FTR, §302-2.17)
  - C.    Initial Agreement
  - D.    Renewal Agreement
  - E.    Appointment/Transfer to an OCONUS Position
  - F.    More than One Service Agreement (FTR, §302-2.19)
  - G.    Subsequent Service Agreements (FTR, §302-2.18)
- C5552        PERSONNEL AUTHORIZED TO NEGOTIATE AN AGREEMENT**
- A.    General
  - B.    Designated Personnel
- C5554        ACTUAL RESIDENCE (FTR, §302-2.15)**
- C5556        ACTUAL RESIDENCE DETERMINATION**
- A.    Appointees (Including Student Trainees)
  - B.    OCONUS Employment
- C5558        SERVICE AGREEMENT REQUIREMENTS (FTR §302-2.100(e); 2.100(f))**
- C5560        SERVICE AGREEMENT AUTHORIZATION AND LIMITATIONS DOCUMENTATION**
- A.    Transportation and Storage
  - B.    Record Maintenance
- C5562        SERVICE AGREEMENT PREPARATION AND DISPOSITION**
- A.    General
  - B.    Preparation and Disposition
  - C.    Service Agreement for OCONUS Employees other than School Teachers
  - D.    DOD Service Agreement - Transfer of Professional School Personnel OCONUS (DD Form 1616)
  - E.    DOD Service Agreement - Transfer of Civilian Employees to and within CONUS (DD Form 1618)

**SECTION L2: INITIAL AGREEMENTS**

- C5564        INITIAL AGREEMENT NEGOTIATION**

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5566</b>	<b>OCONUS LOCAL HIRE INITIAL AGREEMENTS</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Local Commander Negotiation Restrictions</li><li>C. Eligibility Determination</li><li>D. Travel and Transportation Authorization</li><li>E. Initial Service Agreement Requirements</li></ul>
<b>SECTION L3: RENEWAL AGREEMENTS</b>	
<b>C5568</b>	<b>RENEWAL AGREEMENT NEGOTIATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Married Employees</li><li>C. Exception</li></ul>
<b>SECTION L4: TOUR OF DUTY REQUIREMENTS</b>	
<b>C5570</b>	<b>TOUR OF DUTY REQUIREMENT</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Minimum Periods of Service</li><li>C. OCONUS</li></ul>
<b>C5572</b>	<b>STARTING TOUR OF DUTY</b> <ul style="list-style-type: none"><li>A. Transfer to and Within CONUS</li><li>B. Appointment to First PDS</li><li>C. OCONUS Agreements</li></ul>
<b>C5574</b>	<b>ACCEPTABLE REASONS FOR RELEASE FROM A TOUR OF DUTY</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Acceptable Reasons for Release from Tour of Duty Requirements</li><li>C. Transfer to Other Departments/Agencies</li><li>D. Verification</li></ul>
<b>SECTION L5: AGREEMENT VIOLATION</b>	
<b>C5576</b>	<b>AGREEMENT VIOLATION</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Individual's Financial Responsibility</li><li>C. Agreement Violations</li></ul>
<b>C5578</b>	<b>AGREEMENT VIOLATION PENALTIES (FTR, §302-2.14)</b>
<b>C5580</b>	<b>TRAVEL AND TRANSPORTATION ALLOWANCES LOSS UNDER AN AGREEMENT</b>
<b>C5582</b>	<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>A. Employee</li><li>B. Civilian Personnel Officer</li><li>C. Finance, Fiscal, or Disbursing Officer</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5584</b>	<b>AGREEMENT VIOLATIONS FOR TRANSFERS TO, FROM, AND WITHIN CONUS</b> A. General B. Exceptions C. Examples
<b>C5586</b>	<b>AGREEMENT VIOLATIONS FOR AN OCONUS EMPLOYEE</b> A. Violation during the First Year of Service under an Initial Service Agreement B. Violation after One Year of Service under an Initial Service Agreement C. Employee Serving under Renewal Agreements D. DODEA Teachers
<b>C5588</b>	<b>COMPUTATIONS</b> A. General B. Military Sealift Command (MSC) and Air Mobility Command (AMC) Costs C. Commercial Carrier Transportation Costs D. Travel Time Compensation E. Per Diem F. Employee Financial Responsibility to the Government G. Return Travel Costs H. Sample Statement of Liability/Credit Violation of Renewal Agreement I. Sample Cases

---

**PART M: HOUSE HUNTING TRIP (HHT) (FTR §302-5)**


---

<b>C5600</b>	<b>GENERAL (FTR §302-5.1-2)</b>
<b>C5602</b>	<b>ELIGIBLE EMPLOYEE (FTR §302-5.3)</b>
<b>C5604</b>	<b>INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)</b>
<b>C5606</b>	<b>SEPARATE TRIPS BY EMPLOYEE AND SPOUSE (FTR §302-5.9)</b>
<b>C5608</b>	<b>WHEN A HHT MAY BEGIN (FTR §302-5.10)</b>
<b>C5610</b>	<b>WHEN A HHT MUST BE COMPLETED (FTR §302-5.12)</b>
<b>C5612</b>	<b>HHT AUTHORIZATION (FTR §302-5.5)</b>
<b>C5614</b>	<b>CONSIDERATIONS</b> A. General B. Arranging a Permanent Residence before Move C. Arranging a Permanent Residence while in Temporary Quarters D. Avoiding an Advance Trip E. TDY at the New PDS F. Housing Information Assistance

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5616</b>	<b>PROHIBITIONS</b>
<b>C5618</b>	<b>TRIP DURATION (FTR §302-5.11-12)</b>
<b>C5620</b>	<b>TRANSPORTATION TO AND/OR FROM A NEW PDS LOCALITY (FTR §302-5.14)</b>
<b>C5622</b>	<b>LOCAL TRANSPORTATION</b> A. General Expenses B. Local Transportation C. Special Conveyance (Taxi/Cab) Use
<b>C5624</b>	<b>SUBSISTENCE</b> A. General B. Methods C. Subsistence Calculation Examples
<b>C5626</b>	<b>EXPENSE DOCUMENTATION</b>
<b>C5628</b>	<b>STATUS WHILE ON HHT</b>
<b>C5630</b>	<b>NO RETURN TO OLD PDS</b>
<b>C5632</b>	<b>HHT ADVANCE (FTR §302-5.16)</b>
<b>C5634</b>	<b>HHT ICW TQSE ALLOWANCE</b> A. TQSE(AE) B. TQSE(F)

---

**PART N: RELOCATION INCOME TAX (RIT) ALLOWANCE (FTR §302-17/5 USC §5724b)**

---

<b>C5650</b>	<b>RIT ALLOWANCE</b> A. Purpose B. Payments/Reimbursements
--------------	--

---

**PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)**

---

<b>C5700</b>	<b>GENERAL (FTR §302-3.404, §302-3.500, §302-3.502)</b>
<b>C5705</b>	<b>ELIGIBILITY (FTR §302-3.402)</b> A. Assignment B. Employee (FTR §302-3.403) C. Service Agreement (FTR §302-3.410)

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5710</b>	<b>CONDITIONS</b> A. Component Cost Considerations (FTR §302-3.401) B. Employee Tax Considerations (FTR §302-3.421) C. Employee Concerns D. Equity Concerns E. Assignment Length F. Distance Requirement (FTR §302-3.409)
<b>C5715</b>	<b>TCS ALLOWANCES</b> (FTR §302-3.412 and 302-3.413) A. Basic Allowances B. Discretionary Allowances C. Allowances upon Assignment Completion D. TCS Allowances vs. Per Diem (FTR §302-3.422)
<b>C5720</b>	<b>THE TEMPORARY OFFICIAL STATION BECOMES THE PDS</b> (FTR §302-3.426, 302-3.427, 302-3.428, and 302-3.429) A. Allowance Duration B. Payable Allowances C. Expenses Not Payable
<b>C5725</b>	<b>SEPARATION FROM GOVERNMENT SERVICE</b> (FTR §302-3.423, 302-3.424, and 302-3.425) A. After Long-term Assignment B. Before Long-term Assignment Completion

## **PART P: REAL ESTATE TRANSACTION AND UNEXPIRED LEASE EXPENSE ALLOWANCES (FTR PART 302-11)**

---

### **SECTION P1: GENERAL**

<b>C5750</b>	<b>GENERAL</b> A. Conditions B. Requirements ICW Reimbursement C. Time Limit for Residence/Lease Termination Transactions D. Transfer from a Foreign PDS to a CONUS/Non-foreign OCONUS PDS E. Residence Sale in Anticipation of Transfer F. Examples G. General H. Reimbursement I. FTA and HSTA Lease Penalty
<b>C5753</b>	<b>EXCLUSIONS</b>
<b>C5756</b>	<b>ALLOWABLE EXPENSES FOR SALE OR PURCHASE OF RESIDENCE</b> A. Reimbursable Expense B. Reimbursement Limit

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5759</b>	<b>REIMBURSEMENT FOR RESIDENCE SALE OR PURCHASE CLOSING COSTS (FTR §302-11.301 and 302)</b> A. Application for Reimbursement of Expenses B. Claim Submission C. Review and Approval of Reasonable Charges D. Approval of Payment E. Privacy Act Statement

<b>C5762</b>	<b>UNEXPIRED LEASE SETTLEMENT COST REIMBURSEMENT</b> A. Allowable Expenses B. Claim Procedure
--------------	---

<b>C5765</b>	<b>RETURN FROM MILITARY DUTY</b>
--------------	----------------------------------

**SECTION P2: CIVILIAN BOARD OF CONTRACT APPEALS (CBCA), GSA BOARD OF CONTRACT APPEALS (GSBCA) AND COMPTROLLER GENERAL (CG) DECISIONS APPLICABLE TO ALLOWANCES IN THIS PART**

<b>C5770</b>	<b>GSBCA, CBCA, AND CG DECISIONS</b> A. Reimbursable and Non-reimbursable Expenses B. Broker's Fees and Real Estate Commissions C. Advertising, Selling, and Appraisal Expenses D. Legal and Related Expenses E. Miscellaneous Expenses F. Reimbursable Items G. FHA or VA Loan Application Fee H. Loan Origination Fees and Similar Charges I. Mortgage and Transfer Taxes J. State Revenue Stamps K. Other Similar Charges L. Charge for Prepayment of Mortgage M. Mortgage Title Insurance Policy N. Owner's Title Insurance Policy O. Expenses Related to Construction of a Residence that are Comparable to Reimbursable Expenses Associated with Purchase of an Existing Residence P. Expenses that Result from Construction of a Residence Q. Non-reimbursable Items R. Owner's Title Insurance Policy, Mortgage Insurance and Insurance against Loss or Damage of Property S. Interest on Loans, Points, and Mortgage Discounts T. Property Taxes U. Operating or Maintenance Costs V. Finance Charges W. Losses Due to Prices or Market Conditions at the Old and New PDS X. Other Sale and Purchase of Residence Expenses Y. Overall Limitations Z. Settlement of an Unexpired lease
--------------	--

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
AA.	Exclusions
AB.	Employee Must Incur Costs
AC.	Employee Must Actually Sell/Purchase Real Estate
AD.	Miscellaneous Expenses
AE.	Regularly Commutes
AF.	Relocation Services
AG.	Title Issues
AH.	Home Inspection Fee
AI.	Home Marketing Incentive Program
AJ.	Extensions for Sale of Residence
AK.	Real Estate -- New Employee
AL.	Waiver of Debt
AM.	Retirement

---

## **PART Q: RELOCATION SERVICES**

---

### **SECTION Q1: GENERAL**

<b>C5800</b>	<b>GENERAL</b>
A.	DOD Contract Services
B.	DOD Component Responsibilities
<b>C5805</b>	<b>ELIGIBILITY CONDITIONS AND LIMITATIONS</b>
A.	Eligible Employee
B.	Person Not Covered
C.	Limitations
D.	TCS
<b>C5810</b>	<b>PROCEDURAL REQUIREMENTS AND CONTROLS</b>
A.	Employee Option
B.	Dual Benefits Prohibited
C.	Payment Restrictions
D.	Maximum Home Value
E.	Travel Authorization

### **SECTION Q2: PROPERTY MANAGEMENT (PM) SERVICES**

<b>C5815</b>	<b>GENERAL</b>
A.	When PM Services May Be Authorized
B.	Obtaining PM Services
C.	PM Services
D.	Income Tax Consequences of PM Services
E.	Ineligible Employee

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C5820</b>	<b>PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A FOREIGN PDS</b> A. General B. PM Services Payment Duration C. PM Services Continuation
<b>C5825</b>	<b>PM SERVICES PAYMENT FOR AN EMPLOYEE TRANSFERRED TO A CONUS/NON-FOREIGN OCONUS PDS</b> A. Authorized PM Services B. PM Services in Lieu of Residence Sale C. Repayment of PM Expenses D. Residence Sale after Electing PM Services E. PM Services Payment Duration
<b>C5830</b>	<b>PM SERVICES PAYMENT FOR AN EMPLOYEE AUTHORIZED A TCS</b> A. General B. PM Services Payment Duration C. Residence Sale Incident to Temporary Official Station Becoming the PDS
<b>SECTION Q3: HOME MARKETING INCENTIVE PAYMENTS</b>	
<b>C5835</b>	<b>GENERAL</b> A. Purpose B. Definitions C. Tax Consequences
<b>C5840</b>	<b>ELIGIBILITY</b>
<b>C5845</b>	<b>PAYMENT CONDITIONS</b> A. Eligible Employee B. Relocation Services Fee C. Authorization (FTR §302-14.101(c))
<b>C5849</b>	<b>MAXIMUM AMOUNT PAYABLE</b> A. Payment Limitations B. Payment Examples

**PAGE LEFT BLANK INTENTIONALLY**

5. Example 5

<b>PCS/Separation Travel</b>
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil-bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil-bin/pd-rates/cpdrates.pl</a> or par. C5060-D3 for the current Standard CONUS per diem rate.
1. PCS/separation travel from OCONUS Location J to CONUS Location K.
2. 9/1: Depart OCONUS residence at 0830. Arrive at CONUS residence at 2000.
3. The employee is authorized per diem since actual travel time exceeds 12 hours. See par. C5060-G
4. Since travel begins and ends on the same day, par. C5060-G1a and C5060-G1a(2) applies. See also par. C5060-H4.
5. The maximum per diem rate at the time of travel was \$109 (\$70/ \$39). The destination rate applicable for PCS and separation travel to CONUS is the Standard CONUS per diem rate.
6. Reimbursement for 9/1 is \$29.25 (75% x \$39).
7. Per diem payable for the spouse is $\frac{3}{4}$ of the \$29.25 due to the employee if, in the above example, the spouse accompanied the employee on PCS travel.

6. Example 6

<b>PCS Travel - More than 12 Hours But Not Exceeding 24 Hours</b>		
Depart	Old PDS CONUS()	1 May
Arrive	New PDS (OCONUS)	2 May
Actual travel time is 16 hours. The M&IE rate applicable to the new PDS location = \$78.00 at the time of travel.		
<b>REIMBURSEMENT</b>		
<b>NOTE:</b> PCS travel M&IE is authorized at a flat 75% of the applicable M&IE rate indicated in par. C5060-D for the new PDS on the departure day from the old PDS and the arrival day at the new PDS.		
75% x \$78.00 (M&IE) rate for new PDS location =		\$58.50
Total reimbursement =		\$58.50
Per diem for the accompanying spouse if $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child age 12 or older is $\frac{3}{4}$ of the amount due the employee (\$58.50) =		\$43.88
Per diem for the accompanying child under age 12 is $\frac{1}{2}$ of the amount due the employee (\$58.50) =		\$29.25

**C5065 COMPUTING POC TRAVEL REIMBURSEMENT**

A. General

1. The examples in par. C5065 illustrate computing PCS mileage/MALT rate and per diem incident to PDT by automobile.
2. The per diem/PCS mileage/MALT rates used in the example(s) are for illustrative purposes only and may not reflect current rates. Par. C2500 prescribes current TDY mileage rates and par. C2505 prescribes current PCS mileage/MALT rates. For current per diem rates go to <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.
3. See <http://perdiem.hqda.pentagon.mil/cgi-bin/pd-rates/cpdrates.pl> or par. C4550-F3 for the current Standard CONUS per diem rate.
4. The per diem allowance is as computed in pars. C5125 and C5060-A, and examples in par. C4565.

\*B. Reimbursement Computation Example for One Automobile

<b>Reimbursement Computation for One Automobile</b>	
<p>An employee performs PCS travel from Location A, to Location B, in 9 days, by automobile, accompanied by spouse and a 2-year old child.</p> <p style="text-align: center;">The official distance from Location A to Location B = 2,826 miles.</p> <p style="text-align: center;">Based on an average of 350 miles/day the employee may be paid per diem for up to 8 days (<math>2,826 \div 350 = 8</math>). See par. C5060.</p>	
1. Automobile travel reimbursement is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 = \$565.20$	\$ 565.20
2. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). $8 \times \$109 = \$872$	
3. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
4. Per diem for accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 =$	487.50
5. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 =$	325.00
6. Amount spent on tolls	+ 10.00
<b>7. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,315.20</b>

C. Reimbursement Computation Example for Two Automobiles

<b>Reimbursement Computation for Two Automobiles</b>	
<p>An employee performs PCS travel from Location A, to Location B, using two automobiles.</p> <p style="text-align: center;">The official distance from Location A to Location B = 2,826 miles.</p> <p style="text-align: center;">Based on an average of 350 miles/day (see par. C5060) the employee may be paid per diem for up to 8 days (<math>2,826 \div 350 = 8</math>).</p>	
1. Automobile travel reimbursement for the first automobile, driven by the employee only, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	\$ 565.20
2. Automobile travel reimbursement for the second automobile, driven by spouse and accompanying child, is based on 2,826 miles @ \$0.20 a mile. See par. C2505-B. $2,826 \times \$0.20 =$	565.20
3. Allowable per diem for employee based on 8 day maximum is 8 days @ \$109 (Standard CONUS per diem rate). $8 \text{ days} \times \$109/\text{day} = \$872$	
4. Per diem for travel time based on actual lodging costs from Location A to Location B, is \$650. Since the total amount spent for lodging and meals (\$650) does not exceed the maximum allowable per diem (\$872) for actual travel under 'Lodging-Plus' method the employee is reimbursed the full amount spent (\$650).	650.00
5. Per diem for the accompanying spouse is 75% of the amount due the employee. $\$650 \times .75 =$	487.50
6. Per diem for the accompanying child under age 12 is 50% the amount due the employee. $\$650 \times .50 =$	325.00
7. Amount spent on tolls	+ 10.00
<b>8. TOTAL REIMBURSEMENT TO EMPLOYEE</b>	<b>\$2,602.90</b>

- c. TQSE (Chapter 5, Part H);
- d. MEA (Chapter 5, Part G); ***NOTE: Chapter 5, Part G does not authorize MEA for first duty station travel. The authority in DSSR, section 241.2 at <http://www.state.gov/m/a/als/1737.htm> may be used to authorize MEA for an employee on first duty station travel to a foreign OCONUS area duty station.***
- e. Residence sale and purchase expense (Chapter 5, Part P);
- f. Lease-breaking expense (except as in par. C1004-C4); and
- g. Relocation service (Chapter 5, Part Q).

7. Alternate Origin and/or Destination

- a. The travel and transportation expense limit is the cost of allowable travel and transportation directly between the individual's actual residence at the time of selection/assignment and the PDS to which appointed/assigned.
- b. For Presidential Transition Team personnel (see par. C5080-A1a(3)), the actual residence, at the time of first duty station travel following the most recent Presidential election, is used.
- c. Travel may be from and/or to other locations, but the new appointee/student trainee is financially responsible for any excess cost involved.

8. Funds Advance. An advance for allowable expenses may be made to appointees/student trainees under Chapter 1, Part C.

C. Movement of an Employee or Reemployed Former Employee Affected by Reduction in Force (RIF)/Transfer of Function (FTR §302-3.206)

- 1. General. An involuntary transfer due to a RIF/transfer of function is in the Government's interest (FTR §302-3.205). PCS allowances are authorized.
- 2. Placement before Separation. When an employee is assigned to any new duty station due to a RIF/transfer of function before separation, travel and transportation allowances are from the old PDS to the new PDS.
- 3. Placement after Separation. If a former employee was separated due to a RIF/transfer of function, and is reemployed:
  - a. In the Federal Government,
  - b. Within 1 year of the separation date,
  - c. Under a non-temporary appointment, and
  - d. At a different duty station from the one at which the original separation occurred,

the travel and transportation allowances are from the old PDS at which separated to the new PDS provided the new PDS meets the distance requirements in par. C5080-F for a short distance transfers.

4. Agreement Requirement. The par. C5080 PCS allowances may be allowed when an employee, who is transferred due to a RIF/transfer of function, agrees in writing to remain in Government service for 12

months (beginning the date the employee reports for duty at the new PDS). If the employee violates the written agreement, including failure to report for duty at the new PDS, any Government funds spent for allowances authorized under par. C5080 become the individual's personal financial responsibility. See par. C5550-E for agreement requirements when a transfer is to an OCONUS position.

5. Employee Transferring to the U.S. Postal Service. The par. U5080 allowances may also be authorized for a DOD employee (5 USC §5735) who:

- a. Is scheduled for separation from DOD, other than for cause;
- b. Is selected for appointment to a continuing position with the U.S. Postal Service; and
- c. Accepts the appointment.

6. Travel Authorization Issuance. Travel authorization issuance is covered in Chapter 3.

7. Funding. For funding of allowances authorized under par. C5080, see par. C1052.

\*8. Example: An Employee Separated due to Transfer of Function. An employee in California declined to relocate with a transfer of function and was separated. The employee sold the residence within 2 months, stored HHG and departed with the spouse for Washington, D.C., in a privately owned automobile, towing a house trailer. Upon reemployment in a permanent position in Washington 4 months later, the employee signed a service agreement and was issued a PCS travel authorization that authorized the same PCS allowances that would have been authorized had the employee transferred without a break in service. The employee was reimbursed for the residence sale, HHG storage and shipment, PCS mileage/MALT and per diem for travel to Washington with the spouse prior to reemployment, including TQSE and the MEA. Reimbursement for towing the house trailer was not allowed since reimbursement is allowed for shipping HHG or moving a house trailer, but not both (51 Comp. Gen 27 (1971) and B-172824, 28 May 1971).

#### D. Return from Military Duty

1. Mandatory Restoration. A civilian employee:

- a. Authorized mandatory restoration under FPM 353,
- b. Returning from military duty, and
- c. Finding that an appropriate vacancy does not exist at the PDS at which the employee resigned to enter the Armed Forces,

is restored to the PDS at which the employee resigned to enter the Armed Forces.

2. Travel and Transportation Allowances. Travel and transportation allowance payment is in the Government's interest from the restoration place to a place where a suitable DOD vacancy is available (B-170987, 14 December 1970 and 25 Comp. Gen. 293 (1945)).

3. Real Estate Expense

a. Chapter 5, Part P, allows reimbursement for real estate expenses required to be paid by the employee ICW residence:

- (1) Sale (or unexpired lease settlement) at the former civilian PDS; and
- (2) Purchase at the new PDS (the criteria in par. C5080-F concerning change of station within the same city or area applies).

D. Limited Separation Travel and Transportation Allowances

1. If an employee loses/does not use personal travel and transportation allowances, the employee is authorized travel and transportation allowances for dependents and HHG, provided the travel and transportation allowances are used within a reasonable time (see Chapter 5, Part C and Part D).
2. The circumstances of anticipated partial/delayed travel and transportation allowances use should be a matter of written record.

E. Employee Not Eligible. The following employees are not authorized separation travel and transportation allowances:

1. A locally-hired OCONUS employee who is not eligible to sign an agreement, and
2. An employee who violates the agreement prior to completion of the minimum period of service required under the current agreement unless there are unused previously-earned travel and transportation allowances.

F. Employment in Another DOD Component without a Break in Service after Separation from the Losing Activity

1. General. The losing OCONUS activity pays an employee's travel and transportation allowances to the authorized separation destination, NTE those payable to the actual residence (see par. C1052-E3), even though the employee is employed, without a break in service, by a different DOD Component after arrival at the authorized separation destination.

2. New PDS at other than the Authorized Separation Destination

a. General. If the new PDS is other than at the authorized separation destination thereby necessitating additional travel, travel and transportation allowances are paid by the gaining DOD Component, when PCS allowances are authorized by the gaining DOD Component. These payments must not exceed the constructed allowances for travel by direct route from the old OCONUS PDS to the new PDS, less the cost of separation travel and transportation allowances paid by the losing OCONUS activity.

b. PCS Allowances Related to the New PDS

(1) Par. C5070 lists the mandatory and discretionary allowances that are the acquiring DOD Component's responsibility when that component authorizes PCS allowances and the employee meets eligibility conditions for the allowances concerned.

(2) The employee's actual residence being the separation destination and the new place of employment (without a break in service) does not preclude eligibility for certain PCS allowances (TQSE and MEA).

\*(3) Applicable PCS allowances are not authorized until the employee signs a new service agreement. See par. C5550-B.

(4) The following examples indicate the extent of eligibility in various situations involving an employee whose actual residence is Chicago, IL, and whose OCONUS PDS from which returned for separation is in London, U.K.

(a) **Example 1**. The employee is returned for separation at Washington, DC, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Dayton, OH. The gaining DOD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Washington to Dayton, limited to the constructed travel cost between the old OCONUS PDS in London and the new PDS in

Dayton by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;

-2- Per diem en route for dependents for travel between Washington and Dayton, limited to the constructed direct travel time from London to Dayton, less the time en route from London to Washington; and

-3- TQSE at Dayton, an MEA and, if there is eligibility, real estate allowances.

(b) **Example 2.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Washington, DC. There is no eligibility for additional travel and transportation allowances between Chicago and Washington. However, the gaining DOD Component, at its expense, may authorize TQSE at Washington, an MEA and, if there is eligibility, real estate allowances.

(c) **Example 3.** The employee is returned for separation at Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Denver, CO. The gaining DOD Component, at its expense, may authorize:

-1- The additional travel and transportation allowances from Chicago to Denver limited to the constructed cost between the old OCONUS PDS in London to the new PDS in Denver by direct route, less the separation travel and transportation costs incurred by the losing DOD Component;

-2- Per diem en route for dependents for travel between Chicago and Denver, limited to the constructed time for direct travel from London to Denver, less the time en route from London to Chicago; and

-3- TQSE at Denver, an MEA and, if eligible, real estate allowances.

(d) **Example 4.** The employee is returned for separation in Chicago, IL, and is employed without a break in service by a different DOD Component with assignment to a new PDS at Chicago. There is no eligibility for additional travel and transportation allowances for the employee or dependents. However, the gaining DOD Component, at its expense, may authorize TQSE at Chicago and an MEA.

c. **Prohibition.** If a break in service occurs between the separation date and the employment date, no travel and transportation allowances are payable for travel from the actual residence or authorized alternate separation destination to the new CONUS PDS unless first duty station travel is authorized by the gaining activity under par. C5080-B. If there is no break in service and the movement to the new PDS is not in the Government's interest, there is no authority for other than separation travel and transportation allowances.

**C5090 LAST MOVE HOME FOR A SENIOR EXECUTIVE SERVICE (SES) CAREER APPOINTEE UPON SEPARATION FROM FEDERAL SERVICE FOR RETIREMENT**

A. Applicability

1. Individuals Covered. This part is applicable to:

a. Senior Executive Service (SES) positions; and

b. Non-SES appointees if the appointee:

(1) Has a rate of basic pay at Level V or higher of the Executive Schedule;

**PART C: DEPENDENT TRAVEL AND TRANSPORTATION ALLOWANCES****\*SECTION 3: DEPENDENT STUDENT TRAVEL****C5120 DEPENDENT STUDENT TRAVEL TO ATTEND SCHOOL**

***NOTE: Par. C5120 parallels State Department regulations and NOT the JFTR.***

**A. Authority and Eligibility**

1. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DOD 1400.25-M, Subchapter 1250 "Overseas Allowances and Differentials" at <http://www.dtic.mil/whs/directives/>.
2. DOD 1400.25-M, SC 1250.5.1 authorizes educational travel, prescribed in DSSR section 280, for a dependent student of a DOD civilian employee assigned in a *foreign area* for travel to and from a school offering a full-time course of secondary (in lieu of an education allowance), or post-secondary education.
3. Travel may be to and from a school. See <http://aoprals.state.gov>.
4. Dependent student travel administration is IAW DOD regulations and Service implementing regulations.

**B. DODEA Student Activity Travel**

1. The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.
2. The Director, DODEA, or designee determines appropriate activities.
3. The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities.
4. *Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized.*

**Part C: Dependent T&T Allowances/Section 3: Dependent Student Travel**

C. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to Dependent Student Travel:

<b>Example 1</b>			
<b>Per Diem Computation for Dependent Student Authorized Travel IAW DSSR Section 280</b>			
See pars. C4553-D, C5120 and C5125-D.			
<i><b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html">http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html</a> for current per diem rates. Dependent student travel M&amp;IE is authorized at a flat 75% of the applicable M&amp;IE rate indicated in par. C4553-D1a and C4553-D1b.</i>			
1. Dependent student travels from OCONUS to a CONUS school and return to OCONUS.			
2. Itinerary:	8/14/05	Depart OCONUS residence at 0730	
	8/14/05	Arrive at CONUS lodging at 2130	
	8/15/05-5/15/05	Per diem is not authorized.	
	5/16/05	Depart CONUS lodging at 1300	
	5/17/05	Arrive OCONUS residence at 0915	
3. The dependent student is authorized per diem while traveling to and from school since actual travel time in each direction exceeds 12 hours. See par. C4552-F.			
4. The locality per diem rate for the CONUS destination at the time of travel was \$158 (\$107/ \$51).			
5. <u>Reimbursement:</u>	8/14/05	75% x \$51 (M&IE) =	\$38.25
	8/15/05 – 5/15/05	no per diem	0.00
	5/16/05 – 5/17/05	75% x \$51 (M&IE) =	<u>\$38.25</u>
<b>Total Reimbursement</b>			<b>\$76.50</b>
6. Par. C4553-D1a applies for the OCONUS departure day and the destination M&IE rate (\$51) is used for computing per diem for that day. The trip from OCONUS to CONUS was for longer than 12 hours but less than 24 hours.			
7. Par. C4553-D1a applies to the return trip from CONUS to OCONUS which was for more than 12 hours but not exceeding 24 hours over 2 calendar days. The CONUS locality M&IE rate applies for the return trip.			
*8. Per diem for dependent student travel is computed using the same rates that are applicable to an employee on TDY travel.			

**C5123 TRANSPORTATION OF A STUDENT WITH A DISABILITY FOR DIAGNOSTIC AND EVALUATION PURPOSES**

A. Student Travel. Transportation and per diem/AEAs, as prescribed for travel by a TDY employee, are authorized for a tuition-free DODEA student who has a disability, or may be considered as having a disability, under DODI 1342.12, when competent medical/educational authority requests a diagnosis/evaluation under the provisions in DODI 1342.12, and travel is necessary to obtain the diagnosis/evaluation.

B. Parent/Guardian Travel. If the medical/educational authority requests that one or both of the student's parent(s)/guardian(s) be present, either to participate in the diagnosis/evaluation or to escort the student, transportation and per diem or AEA are similarly authorized for the parent(s)/guardian(s).

b. The employee is financially responsible for excess weight charges.

3. Excess Weight Status. When an excess weight status is known or suspected (e.g., based on observations made during a pre-move survey) prior to transportation, Transportation Officers must notify the employee and the AO providing transportation funds.

B. Excess Weight beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

1. Army: Unknown;

2. Navy: See Transportation of Personal Property (NAVSUP P-490);

3. Air Force: Headquarters, U.S. Air Force (ILTT), Washington, DC 20330-1030;

4. Department of Defense (DOD) Components: (See Appendix A for a list of DOD Components.) OSD/WHS/  
Defense Agencies: DOD Civilian Personnel Management Service, Field Advisory Service, Attn: Mr. Gary Pugh, 1400 Key Boulevard, Arlington, VA 22209-5144.

#### C5180 TRANSPORTATION UNDER A PCS TRAVEL AUTHORIZATION

##### A. HHG Shipment between CONUS PDSs

1. CONUS HHG shipments may originate at the employee's old PDS/some other point, or partially at both.

2. The destination may be the new PDS, some other point selected by the employee, or both.

3. The Government's cost obligation cannot exceed the costs over a usually traveled route between the old and new PDSs.

4. When the travel is to a first PDS, the Government's cost cannot exceed the transportation cost from the actual residence at the time of appointment to the PDS by a usually traveled route.

##### B. HHG Transportation to and between OCONUS PDSs

1. General. OCONUS HHG transportation may be authorized between the same points as dependent movement in par. C5110.

2. Multiple Shipments. When the authorized maximum HHG weight allowance is not shipped to the OCONUS PDS during the initial tour of duty, the employee may be authorized transportation of the HHG balance through renewal agreement for an additional tour of duty at the same or different OCONUS PDS. The employee is financially responsible for transportation costs of any HHG that exceed the authorized weight limit.

**Example.** An employee with dependents ships 4,000 pounds net weight of HHG from initial PDS residence and puts the remainder in NTS at Government expense. The employee completes the required tour and enters into a renewal agreement for a tour of duty at a different OCONUS PDS where additional HHG are needed. The employee is authorized a HHG transportation of 4,000 pounds net weight from the old OCONUS PDS to the new OCONUS PDS. The maximum weight allowable for transportation of additional HHG from the actual residence/and or NTS to the new PDS is limited to 14,000 pounds net weight.

C. HHG Transportation from OCONUS to CONUS PDSs

1. General. HHG transportation to the employee's actual residence, wherever located at the time of the OCONUS assignment, may be authorized when an employee stationed OCONUS is authorized travel and transportation allowances at Government expense incident to a PCS, separation, or dependent early return. See pars. C5115 and C5450.

2. Advance Return Transportation of HHG

a. Authorized Return. The following conditions apply to authorized advance return of HHG:

(1) The advance return transportation of all or any part of an employee's HHG (at Government expense), while the employee remains assigned at an OCONUS PDS, is authorized only in conjunction with, and under the same conditions as in, par. C5450 for the dependent's early return.

(2) The allowable costs of advanced HHG transportation may be reimbursed by the Government even if there was no advance return of dependents when the employee has earned return travel and transportation allowances, and an official PCS travel authorization has been issued directing the employee's PCS or separation travel (B-188345, 13 April 1977).

(3) Reimbursement of the employee's transportation costs may not exceed the Government's cost to transport the HHG at the time of the employee's actual return travel.

(4) Paid receipts for expenses of \$75 or more.

b. Unauthorized Return

(1) Advance HHG transportation at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed service period, or advance return travel has been authorized for the employee's dependents under par. C5450-A3b, as being in the Government's interest.

(2) If the employee has not completed an agreed period of service, the employee is financially responsible for the advance HHG transportation.

(3) *Government transportation facilities may not be used ICW the advance HHG transportation.*

c. Employee Returning for Separation

(1) HHG of an employee returning for separation may be transported at Government expense from the OCONUS PDS and/or place of NTS to the actual residence at the time of appointment.

\*(2) HHG transportation may be to an alternate destination anywhere in the world, but reimbursement for transporting an employee's HHG from the OCONUS PDS to an alternate destination may not exceed the constructed cost of transporting the HHG in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement. Similarly, reimbursement for

transporting an employee's HHG from NTS to the alternate destination may not exceed the constructed cost of transporting the HHG in NTS to the actual residence indicated in the employee's service agreement. When an employee retires at the OCONUS PDS, reimbursement for moving HHG in NTS is also limited to the constructed cost of transporting the HHG to the actual residence in the employee's service agreement (GSBCA 16265-RELO, 19 December 2003).

(3) The employee is financially responsible for any excess cost (63 Comp. Gen. 281 (1984)).

(4) PBP&E transported as an administrative expense to an OCONUS location may be returned as an administrative expense to an employee's actual residence for an employee separating from Government service (FTR §§302-7.17 & 302-7.303). See also par. C5154-C. The PBP&E may also be returned to an alternate destination as an administrative expense anywhere in the world but reimbursement for the transportation may not exceed the constructed cost of transporting the PBP&E in one lot from the OCONUS PDS to the actual residence indicated in the employee's service agreement.

d. Evacuation. When the conditions in Chapter 6 exist, HHG may be moved at Government expense to the same location designated for dependent evacuation (5 USC §5725). If it is necessary and practical, HHG may be transported later at Government expense from a safe haven location to the evacuated employee's assigned PDS.

#### **C5190 STORAGE IN TRANSIT (SIT)**

***NOTE: The maximum total time limit for SIT is 180 days (FTR §302-7.8).***

A. General (FTR §302-7.107). SIT is short-term storage that is part of HHG transportation. SIT may be at any combination of the origin, destination, and en route locations. SIT is not authorized for HHG moves between local quarters when no PCS exists.

#### **B. Time Limitation**

1. General. SIT (ICW authorized HHG transportation) should not exceed 90 days unless the employee requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency designated official. If no additional storage is authorized/approved, the employee is financially responsible for the additional storage expense (FTR §302-7.8).

2. Justification (FTR §302-7.9). Acceptable justification for an additional SIT period (see par. C5190-B1 and ***NOTE*** after par. C5190 heading) includes:

- a. An intervening TDY or long-term training assignment,
- b. Non-availability of suitable housing,
- c. Completion of residence under construction,
- d. Serious employee illness,
- e. Dependent illness or death,

- f. Strikes,
- g. Acts of God,
- h. Other circumstances beyond the employee's control, or
- i. Similar reasons.

***NOTE:*** The cost of removing HHG from SIT for delivery to temporary lodging for the purpose of furnishing the temporary lodging is a TQSE expense. See par. C5370.

C. Reimbursement (FTR §302-7.107-110). SIT reimbursement cannot exceed the employee's actual storage costs. Receipts, or certified copies of warehouseman's bills, are required for individual expenses of \$75 or more. See par. C1310.

#### C5191 EXTENSION OF THE 180 DAY SIT LIMIT

A. General. The maximum SIT limit of 180 days authorized in par. C5190 is generally adequate for most PDT.

B. Requirements. *Only in very limited circumstances can SIT be authorized beyond 180 days, (i.e., when the maximum SIT period is insufficient for an employee on a PCS that is interrupted by an en route TDY assignment to a location such as Afghanistan or Iraq).* A SIT extension request must be submitted by the employee's agency/command to PDTATAC for determination. Documentation required is the agency/command's requesting memo, TDY and PCS travel authorizations, and the previous second 90-day SIT authorization/approval by the Service/Defense Agency designated official. The requesting memo must indicate the reason(s) for SIT beyond 180 days, scheduled TDY assignment duration, and the additional SIT days required by the employee.

C. Authority. PDTATAC may authorize/approve extensions of the 180-day SIT period for the TDY assignment duration, plus 90 additional days, on a case-by-case basis (***NOTE: Involving Iraq and Afghanistan***) IAW GSA Waiver Memo dated 28 June 2005.

D. Submission Process. Three submission options are available to the employee's command to request SIT beyond 180 days.

1. Email: From the agency/command by email to [sit-extensions@perdiem.osd.mil](mailto:sit-extensions@perdiem.osd.mil).
2. Fax: **FAX: (703) 325-2945, DSN: (312) 221-2945**
3. Mail: Per Diem, Travel and Transportation Allowance Committee  
Attn: T&T Branch  
Hoffman Building 1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

E. Restrictions. SIT beyond 180 days is not authorized for the reasons listed in par. C5190-B2 or ICW a TCS travel authorization. See par. C5715.

#### C5195 NON-TEMPORARY STORAGE (NTS)

A. NTS of HHG for Duty at an Isolated CONUS PDS (FTR §§302-8.100-108)

1. Eligibility. An employee who performs PCS travel or new appointee travel (par. C5080-B) to a designated isolated CONUS PDS is eligible for NTS of HHG.

**PART G: MISCELLANEOUS EXPENSE ALLOWANCE (MEA)  
DUE TO HOUSEHOLD RELOCATION**

**C5300 GENERAL**

- A. Purpose. The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation.
- B. Advance Payments. An advance of MEA funds is not authorized.
- C. Mobile Home Relocation. See Chapter 5, Part F for specific costs associated with mobile home relocation transportation expenses.
- D. Lease Penalty Expense. For authority to reimburse an employee for a lease penalty expense incurred for early termination of a lease anywhere in the world incident to a PCS to/from a foreign OCONUS area, see DSSR, FTA and HSTA sections 240 and 250, respectively, as stated in par. C1004.

**C5305 ELIGIBILITY**

- A. Employees Eligible for MEA. MEA is payable when all of the following are met:
1. A PCS/TCS is authorized/approved.
  - \*2. An appropriate service agreement is signed.
  3. The employee moves out of the old residence. and
  4. The employee establishes a new temporary or permanent residence (GSBCA 16018-RELO, 15 August 2003).
- B. Employees Not Eligible for MEA. The following personnel are not eligible to receive an MEA:
1. A new appointee assigned to the first PDS, (appointee to any position, including student trainee, Senior Executive Service (SES) and Presidential appointee);

***NOTE 1:*** See par. C5080-B New Appointee and Student Trainee Appointments and Assignments to Positions in the United States.

***NOTE 2:*** A new appointees or an employee performing first-PDS travel to a foreign OCONUS area is eligible for the MEA portion of the foreign transfer allowance (FTA). For FTA guidance, refer to Department of State Standardized Regulations (DSSR), Section 240 at <http://www.state.gov/m/a/als/1737.htm> as stated in par. C1004.

2. An employee performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location ICW the PCS;
3. An employee assigned to an OCONUS PDS returning to the actual residence for separation; and

4. An employee authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under par. C4500.

### C5310 REIMBURSEMENT

#### A. General

1. MEA Amounts. The 'flat payment' MEA amounts are \$500 and \$1,000.
2. Two Employees in One Household
  - a. Only one MEA is paid for two employees who discontinue the same residence at the old PDS and establish one residence at the new PDS since only one household is relocated. MEA is not reimbursable for duplicate relocation expenses claimed by each employee (FTR §302-3.201).
  - b. Since an MEA is payable to only one employee, the other employee, for MEA purposes only, is considered an immediate family member/dependent relocating with the employee and MEA paid at the ***with-dependent rate*** (see FTR §302-3.202).
  - c. Even if each employee without dependents has a travel authorization/order and is traveling as an 'employee', only one MEA is paid when no separate relocation expenses are incurred by the employees (73 Comp. Gen. 164 (1994)).
  - d. Employees without dependents (other than each other) each are authorized MEA at the without-dependent rate if both incurred separate relocation costs that do not include common expenses. See GSBCA 16608-RELO, 3 August 2005. An example of a 'common expense' is discontinuance or establishment of utilities. Separate expenses include such expenses as dental/medical related expenses and/or identification document changes such as driver licenses.
  - e. **EXCEPTION**: First appointees assigned to an OCONUS PDS are paid IAW the DSSR, Sec. 241.2 if paid under the FTA Rule (see par. C1004-C).

#### B. Minimum Payment. The following may be paid without receipts or itemized statements:

1. Employees without dependents: the lesser of \$500 or the equivalent of 1 week's basic compensation;
2. Employees with dependents: the lesser of \$1,000 or the equivalent of 2 week's basic compensation; or
3. Employees with dependents, but whose dependents and HHG are not relocated: the lesser of \$500 or the equivalent of 1 week's basic compensation. When an employee:
  - a. Reports to the new PDS while the dependents remain at the old PDS (or other location) without leaving the old residence, reimbursement is limited to the amount for an employee without dependents until the old residence is discontinued and a new residence is established; and
  - b. Relocates the dependents or HHG within the 2-year limitation;

the employee is authorized the difference between the amount initially received and the amount allowed under par. C5310-B2.

## PART K: RENEWAL AGREEMENT TRAVEL (RAT)

### C5500 GENERAL

An employee, and the employee's accompanying dependents, may be eligible to receive travel and transportation allowances for returning home between OCONUS tours of duty. This Part applies to an employee serving OCONUS tours of duty. *See pars. C5506 and C5509 for an employee serving tours of duty in Alaska or Hawai'i.*

***NOTE:*** *When an employee on a 12-month tour without dependents to a FEML area extends for a consecutive second 12-month tour, the employee is only eligible for one funded leave transportation program, the RAT or the FEML leave transportation program, but not both.*

### C5503 ELIGIBILITY REQUIREMENTS FOR ALL OCONUS AREAS

To be eligible for the allowances in par. C5500, prior to departure from the OCONUS PDS an employee must have:

1. Satisfactorily completed the prescribed tour of duty (see par. C5570-C and Appendix Q for prescribed tours of duty), and
2. Entered into a new written service agreement for another tour of duty at an OCONUS PDS; (the new service agreement covers costs incident to travel to the employee's actual residence or alternate location (see pars. C5536-A, C5536-B, and C5536-C) and return and any additional cost paid by the Government as a result of the employee's transfer to another OCONUS PDS at the time of the tour RAT), and
3. (For Hawai'i or Alaska) Be eligible under pars. C5506 and C5509.

### C5506 EMPLOYEE STATIONED IN ALASKA OR HAWAI'I ON 8 SEPTEMBER 1982

An employee whose status on 8 September 1982 was any of the situations below, involving a post of duty in Alaska or Hawai'i continues to be eligible to receive RAT travel and transportation allowances provided that the employee continues to serve consecutive tours of duty within Alaska or Hawai'i (as appropriate within the same State). On 8 September 1982, the employee must have been:

1. Serving a tour of duty in Alaska or Hawai'i; or
2. En route to a post of duty in Alaska or Hawai'i under a written service agreement to serve a tour of duty; or
3. Engaged in tour RAT and have entered into a new written service agreement to serve another tour of duty in Alaska or Hawai'i.

### C5509 EMPLOYEE ASSIGNED, APPOINTED, OR TRANSFERRED TO A POST OF DUTY IN ALASKA OR HAWAI'I AFTER 8 SEPTEMBER 1982

1. The travel and transportation allowances for RAT in this Part may not be authorized for an employee assigned, appointed, or transferred to a post of duty in Alaska or Hawai'i after 8 September 1982, unless the DOD Component involved determines that payment of these expenses is necessary for recruiting/retaining an employee for a tour of duty in Alaska or Hawai'i.
2. This authority may be used only when required to fulfill DOD component staffing needs for mission accomplishment. Use of these provisions is intended to ensure the availability of a well-qualified employee or an employee with special skills and knowledge who is not otherwise available in the local area, and to fill remote area positions.

3. DOD Component regulations must prescribe criteria and guidelines to determine the need for RAT.
4. The DOD Component determination that RAT is necessary as a recruiting/retention incentive to fill a particular position in Alaska or Hawai'i must be reviewed and re-confirmed in writing periodically, but not less than every five years.
5. RAT travel and transportation allowances for recruiting/retention purposes is limited to two round trips beginning within 5 years after the employee first begins any period of consecutive tours of duty in either Alaska or Hawai'i. *An employee must be advised in writing of this limitation.*

***NOTE:*** *The successive tours must be in the same State. A tour in Hawai'i followed by a tour in Alaska, or vice versa, does not qualify.*

#### **C5512 ALLOWABLE TRAVEL AND TRANSPORTATION**

An eligible employee and dependents are authorized transportation (including transportation to and from common carrier terminals) from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. Transportation also is authorized from the actual residence to an OCONUS PDS; except for Alaska and Hawai'i. When Alaska and Hawai'i are involved, the return must be to a PDS in the same State (Alaska or Hawai'i) as the PDS at which the employee served immediately prior to RAT. See par. C5506. *See par. C2203 regarding the mandatory use of CTOs for transportation arrangements.* See par. C5530 for per diem.

#### **C5515 RENEWAL AGREEMENT TRAVEL (RAT) DENIAL/DELAY**

A. Renewal Agreement Travel (RAT) Denial. Except for teachers as in par. C5542, RAT may be denied only under the circumstances below. The employee:

1. Is being processed for separation, or
2. Is going to be involved in a RIF, or
3. Has a removal action pending, or
4. Has been reassigned to a U.S. position, or
5. Is to be reassigned to a CONUS position ICW rotation on a similar program that precludes a required period of service completion under a renewal agreement.

B. Renewal Agreement Travel (RAT) Delay

***NOTE:*** *Delay may not be imposed on a DODEA teacher.*

1. General

- a. RAT at Government expense may not be denied to an employee who has earned it except under the circumstances in par. C5515-A.
- b. The time at which leave is granted (to perform RAT) is subject to appropriate personnel regulations.
- c. RAT ordinarily is performed between OCONUS tours of duty. See par. C5572-C2. Travel at a later date, within a tour of duty, may be authorized/approved by the employee's OCONUS commander (B-232179, 6 October 1989) subject to leave being granted IAW personnel regulations.

2. Delay at Management's Request. Management may request an employee to delay RAT by extending the initial tour (or tour then in effect) NTE 90 days if

- a. The employee is engaged on a project that is scheduled for completion within a reasonable time.
- b. There is a temporary personnel shortage, or
- c. For other good reasons.

Sufficient time must remain in the employee's renewal agreement tour (after adjusting the length of the tour by subtracting the number of days that the initial tour was extended) following RAT to serve at least 12 months upon return to the OCONUS PDS.

3. Delay at the Employee's Request. An employee may request an extension of the initial tour (or tour then in effect) to permit leave scheduling to accommodate personal/job related reasons acceptable to and permitted by the OCONUS commander concerned. See par. C5570-C1. In this case, the employee's tour after performing RAT and returning to the OCONUS PDS is the greater of:

- a. The renewal agreement tour for the PDS concerned, decreased by the number of days the initial tour was extended; or
- b. 12 months.

4. Limits on OCONUS Assignments. A delay in performing RAT should not be authorized if the resulting extension to the new tour, or requirement to serve 12 months following return to the OCONUS PDS, requires the employee to remain at the OCONUS PDS beyond any 5- (or other-) year limit on OCONUS assignments contained in personnel regulations, unless the employee is not affected by, or has been released from, the 5- (or other-) year OCONUS service limitation. See par. C5570-C1e.

5. Computing the Tour of Duty when Delayed RAT Is Involved and the Employee Is Not Affected by a OCONUS Service Limitation

#### **Example**

An employee's initial 36-month tour ended 30 June 2003. The employee was eligible to perform RAT beginning 1 July 2003 after signing a 24-month renewal agreement. The employee departed the PDS on 1 July 2003, performed RAT and returned 31 July 2003. The new tour of duty begins on 1 August 2003 and ends 31 July 2005 (i.e., 24 months after return from RAT).

If the initial tour was extended to 31 August 2003, delaying RAT for 62 days, and RAT for 30 days was performed from 1 to 30 September 2003, the employee's RAT tour after returning to the OCONUS PDS would be for 22 months beginning 1 October 2003 and ending 31 July 2005. The 22 months is computed by decreasing the 24-month tour prescribed for the PDS after RAT completion by the number of days the initial tour was extended (62 days).

#### **C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED**

An employee may travel alone or with dependents. A dependent may travel unaccompanied but cannot perform round trip travel under renewal agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers. See par. C5542.

**C5521 RENEWAL AGREEMENT TRAVEL (RAT) NON-CUMULATIVE**

RAT is to be used between consecutive periods of continuous OCONUS employment. RAT may be performed between the completion date of one service agreement and prior to serving another tour of duty pursuant to a written renewal agreement (35 Comp. Gen. 101 (1955)). *RAT authorization is not cumulative from one period of service to another if not used.*

**C5524 BAGGAGE TRANSPORTATION**

See par. C2305 for allowed baggage transportation.

**C5527 HOUSEHOLD GOODS (HHG) STORAGE IN TRANSIT (SIT)**

See par. C5190 for up to 90 days of HHG storage in transit.

**C5530 PER DIEM**

A. An Employee is Authorized Per Diem during the Allowable RAT Travel Periods between the OCONUS PDSs and the Authorized RAT Destination. No per diem is authorized for the employee's dependent incident to RAT when the employee returns to the same OCONUS PDS for duty. However, when the employee is to report to a different OCONUS PDS for duty, after leave, per diem is allowable for a dependent while en route, limited to the constructed time by the usual transportation mode and route *directly* between old and new OCONUS duty stations. See par. C5512 for allowable travel and transportation allowances.

**NOTE:** *AEA in JTR, Chapter 4, Part M, or Appendix O, par. T4040-A1d, may not be authorized/approved for RAT/PCS travel.*

B. Per Diem Computation Example. The following example illustrates the method used for computing per diem allowances incident to RAT:

<b>Renewal Agreement Travel</b>			
<b>NOTE:</b> See <a href="http://perdiem.hqda.pentagon.mil/bin/pd-rates/cpdrates.pl">http://perdiem.hqda.pentagon.mil/bin/pd-rates/cpdrates.pl</a> or par. C5060-D3 for the current Standard CONUS per diem rate.			
1. An employee and spouse performed RAT from OCONUS to CONUS, and return to the same OCONUS PDS.			
2. Itinerary	9/1	Depart OCONUS residence in Frankfurt, GE, at 0730 Arrive CONUS residence at 2230	
	9/2 – 9/30	Leave	
	10/1	Depart CONUS residence at 1400	
	10/2	Arrive OCONUS at 1015	
3. The employee is authorized per diem since actual time exceeds 12 hours. See. C5060-G1a(2).			
4. Maximum per diem rate at time of travel \$109 (\$70/ \$39). (The destination per diem rate applicable for RAT to CONUS is the Standard CONUS per diem rate.)			
5. Reimbursement:	9/1	75% x \$39 (M&IE) =	\$29.25
	9/2- 9/30	No per diem	0.00
	10/1 – 10/2	75% x \$39 (&IE) =	\$29.25
<b>Total Reimbursement</b>			<b>\$58.50</b>
6. Par. C5060-G1a(2) applies and the destination M&IE rate (\$39) is used for computing per diem for that day since travel from Frankfurt to Chicago began and ended on the same day.			
7. On the return trip, the M&IE rate applicable to the actual residence for RAT is used for computing per diem. See par. C5060-G1c(2).			
8. <i>Per diem for dependents is not authorized for RAT.</i>			

**C5533 LEAVE STATUS DURING ABSENCE FROM DUTY**

The leave regulations of the separate departments and DOD component apply regarding the employee's leave 'status'. Certain limitations may apply to teachers in the DOD Education Activity. See par. C5542.

**C5536 ALTERNATE DESTINATION**

A. Authorization

1. An employee/dependents is/are authorized to perform RAT to a destination (other than the employee's actual residence) in:
  - a. A CONUS/non-foreign OCONUS location, or
  - b. The country of the employee's actual residence.
2. Either destination listed above is an official travel destination.
3. Contract city-pair airfares may be available for use. *If the employee/dependent(s) travel to a more expensive alternate destination, city-pair airfares are not authorized to the alternate destination and the employee is financially responsible for any excess cost.*
4. The policy-constructed airfare (see Appendix A) is to be used for constructed cost purposes (see Appendix P, Part I-B1, FTR §301-10.112 and 62 Comp. Gen. 596 (1983)).

B. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only.

1. Example 1

Employee's PDS is Germany. The actual residence is Ames, IA.	
There is no city-pair airfare to Ames, IA. The policy-constructed airfare (incorporating some city-pair airfare connections) =	\$1,200
Employee desires to utilize RAT to Boston, MA.	
City-pair airfare to Boston =	\$1,400
Least expensive non-city-pair coach airfare to Boston, MA =	\$2,000
Since the city-pair airfare cost to Boston, MA, is more expensive than the policy-constructed airfare to Ames, IA, the city-pair airfare may not be used to Boston. The employee is financially responsible for the additional cost (\$2,000 - \$1,200 = \$800).	
<b>Employee's Financial Responsibility</b>	<b>\$ 800</b>

2. Example 2

Employee's PDS is Germany. The actual residence is Washington, DC.	
City-pair airfare to Washington, DC =	\$980
Employee desires to utilize RAT to St. Louis, MO.	
City-pair airfare to St. Louis, MO =	\$840
Since the city-pair airfare to St. Louis, MO, is less expensive than the city-pair fare to the actual residence in Washington, DC, the employee is authorized to use the city-pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	
<b>Employee's Financial Responsibility</b>	<b>\$ 0.00</b>

C. Time and Location Requirement. If an employee's actual residence is in a CONUS/non-foreign OCONUS location, the employee, and the employee's dependent, must spend the majority of the RAT time in the CONUS or that non-foreign OCONUS location for RAT to be authorized.

D. Alternate Destination Not Authorized. RAT must not be authorized to an alternate destination if the traveler:

1. Does not meet the conditions in par. C5542,
2. Is merely routed through the country of actual residence en route to another country, or
3. Travels to various points for personal reasons (e.g., a "travel tour").

E. Administration. An alternate destination:

1. Is determined in advance of travel and stated in the travel authorization/order,
2. Omitted from the travel authorization/order may be later added to the travel authorization as an amendment, or
3. May be specifically approved on the reimbursement voucher if permitted by finance regulations.

F. Reimbursement. RAT reimbursement for travel to an alternate destination must not exceed the amount allowed for transportation along a usually traveled route between the PDS and the actual residence.

#### **C5539 LIMITATIONS**

A. Household Goods (HHG). There is no authority (ICW RAT) for HHG transportation except with regard to necessary accompanied baggage. See par. C2305. Signing the renewal agreement ICW RAT can be the basis for reestablishing expired authority for HHG and dependent transportation to the extent of a prior authorization/order that was unused (38 Comp. Gen. 653 (1959)).

B. Unaccompanied Dependents. See par. C5518 for an unaccompanied dependent's travel and transportation authority.

C. Destination Point Relocation. RAT authority does not apply if an employee's travel destination is to a place other than in the country or area in which the actual residence is located.

D. Duplicate Eligibility. *Duplicate transportation is not authorized for persons who may be separately eligible for RAT as an employee and as a dependent (i.e., a couple, each with RAT authority, can only travel once. Each may not travel again as a 'dependent' of the other).*

E. RAT ICW other Travel. An employee may not be required to combine RAT with any other funded leave transportation program or travel allowance. An employer may not require that RAT be combined with any other funded leave transportation program or travel allowance.

#### **C5542 DOD OVERSEAS DEPENDENTS SCHOOL SYSTEM TEACHER**

\*A. Completion of Period of Service RAT. Under RAT authority, a teacher who satisfactorily completes the period of service in the service agreement is authorized travel to a CONUS/non-foreign OCONUS actual residence during the summer recess. This travel is authorized whether return is to the same/a different OCONUS area.

**B. Exceptions**

**1. General**

- a. A teacher is authorized to travel to a CONUS/non-foreign OCONUS location on the first portion of RAT authority to attend an accredited college/university.
- b. Travel to the OCONUS area may be accomplished under the return portion of RAT authority upon completion of the study period.
- c. Par. C5518 (Travel in Family Units Not Required) is exclusive of any time the teacher is actively enrolled at the college/university in a CONUS/non-foreign OCONUS location.
- d. The exceptions in par. C4164-A may be authorized/approved during a period of continuous service as provided in pars. C5542-B2 and C5542-B3.

**2. Reassignment at Management's Request**

- a. Under RAT authority, after completing 1 school-year of service on a current service agreement, any teacher who is reassigned at management's request from one 2-year area to another 2-year area, may return to the CONUS/non-foreign OCONUS actual residence during the summer vacation.
- b. The normal routing between the two PDSs must be through a CONUS/non-foreign OCONUS location and the teacher must sign a new renewal agreement for the new area of assignment.
- c. Other reassignments at management's request do not qualify for RAT travel and must be limited to travel by direct routing as a PCS movement between the two PDSs.
- \*d. The first school-year of service at the new location completes the second consecutive school-year of required service under the initial service agreement.

**3. Attendance at an Accredited College/University**

- a. When the teacher desires to return to a CONUS/non-foreign OCONUS location for the summer at the end of the first school-year of service, the teacher may be authorized round trip RAT if the teacher is:
  - (1) Under an agreement to attend an accredited college/university,
  - (2) Pursuing courses for professional preparation/advancement that are related to the present/planned needs of the DoD Education Activity, or
  - (3) Pursuing other specific professional preparations meeting current DoD Education Activity requirements, or
  - (4) Attending courses that are required for continued certification in the teacher's home State.
- b. The renewal agreement is signed before leaving the OCONUS area.

- c. The teacher is required to present satisfactory evidence of acceptance by, or an acceptable intent to attend, an institution for an appropriate course of study of not less than 6 semester hours.
- d. When a teacher travels at Government expense to a CONUS/non-foreign OCONUS location to attend a course of study but cannot prove satisfactory:
  - (1) Course(s) completion, or
  - (2) Reasons for not completing the course(s),

the teacher is financially responsible for travel costs paid for by the Government.

- e. A teacher who returns to a CONUS/non-foreign OCONUS location under the exception in par. C5542-A begins a new 2-school-year cycle under the renewal agreement upon return to the OCONUS area.

4. Attendance at Accredited College/University Incident to Authorized Extended Leave of Absence. Round trip RAT may be authorized for the purpose of furthering professional growth in the case of a teacher who is authorized a leave of absence to attend an accredited college/university in a CONUS/non-foreign OCONUS location provided the teacher:

- a. Has satisfactorily completed 2 school-years in the DoD Overseas Dependents School System and meets the eligibility conditions for RAT,
- b. Executes a renewal agreement - prior to departure ICW the authorized leave of absence, and
- c. Presents to the appropriate official responsible for authorizing the extended leave of absence and RAT:
  - (1) Acceptable evidence of intent to attend an accredited college/university to pursue a course of study leading to a higher degree or for graduate work in a chosen field,
  - (2) Evidence that the course of study is not feasible through other means,
  - (3) Proof/acceptance of the course of study, and
  - (4) Information regarding successful course completion.

5. Reassignment to 1-year Tour Area. A teacher who requests reassignment at the end of the first school year, and receives management approval for reassignment to a new 1-year tour area, is authorized RAT to the CONUS/non-foreign OCONUS actual residence for the summer recess. See personnel regulations regarding pay/leave status. RAT also is authorized from that CONUS/non-foreign OCONUS actual residence to the new OCONUS PDS indicated in the renewal agreement.

C. HHG Storage between School Years (See par. C5195-C.)

- 1. Conditions. See par. C5195-C for HHG storage between school years.
- 2. In Addition to Storage in Transit (SIT). Authority for storage between school years (see par. C5195-C) is in addition to authority for SIT ICW HHG shipment. Storage under these two authorities may overlap in time.

3. Substitute and Part-Time Teachers. *Substitute and part-time teachers are not eligible for storage between school years.*

4. Administrative Arrangements

a. The industrial relations/civilian personnel officer (administrative responsibility) must furnish the transportation officer notification about storage between school years. The notification must specify the storage period beginning and ending dates.

b. The transportation officer is responsible for storage arrangements.

c. The transportation officer must maintain a record of all storage costs or the reasonable value for storage furnished for each teacher.

5. Indebtedness Notification. Appropriate financial regulations address indebtedness and appropriate notification so that collection action can be taken.

6. Consecutive School Terms in Different Locations

a. If a teacher is at different locations for consecutive school terms, storage costs are paid by the losing command/activity until the HHG are removed from storage for shipment to the new PDS.

b. The gaining command/activity pays for any storage costs after the date the HHG arrive at the new PDS.

c. Storage may be at either the old or new PDS whichever is most practical with the losing command paying only if storage is at the old PDS.

**C5545 DEPENDENT TRANSPORTATION**

A. When Authorized

1. Dependent transportation may be authorized ICW the employee's RAT.

2. Subject to the conditions in Chapter 5, Part K, the dependent transportation costs must not exceed the Government's cost for transportation to the employee's authorized destination.

3. In these cases, dependent transportation may be as provided in par. U5545.

B. Dependent Eligibility. A dependent is authorized round trip transportation ICW the employee's renewal agreement, provided that the dependent:

1. Traveled to the OCONUS PDS within the prescribed 2 year limit, or

2. Became a dependent at the OCONUS area by marriage, birth, or adoption before the employee began round-trip travel under a renewal agreement,

C. Authorization Limitations. A dependent:

1. At the OCONUS PDS may:
  - a. Accompany the employee, and/or
  - b. Travel before/after the employee *but only after the employee has met RAT eligibility requirements and the renewal agreement is in place.*
2. Who did not travel to an OCONUS PDS during the preceding tour (including newly acquired dependents), is authorized one-way transportation to the PDS ICW the employee's renewal agreement.
3. Uses RAT to travel to the OCONUS PDS for the first time and may travel at different times than the employee or with the employee on return to the OCONUS PDS.
4. Travels, performed after the employee's RAT, must be completed within 6 months of the employee's RAT start date.
5. *May be authorized RAT only when the employee performs RAT (35 Comp. Gen. 101 (1955)).*

D. New Tour at Different OCONUS PDS. If the employee's new tour is at a different OCONUS PDS, a dependent who does not accompany the employee on RAT but remained at the old OCONUS PDS is authorized to travel from the old to the new PDS.

E. TDY at the Expiration of Leave Prior to Returning to the OCONUS PDS. When the employee:

1. And dependents travel to the actual residence for leave before beginning a new OCONUS tour, and
2. performs TDY or attends a training course after the leave but before returning to the OCONUS PDS,

the dependents may return to the OCONUS PDS after the leave.

b. PCS Costs Incurred

(1) When an employee:

(a) Is reassigned within a DOD component/transferred to another DOD component in the same OCONUS geographical locality, *and*

(b) Does not complete the tour of duty, *and*

(c) At the time of reassignment/transfer, has less than 12 months remaining under the existing service agreement after reporting for duty at the new PDS, *and*

(d) Incurs PCS costs,

a new service agreement for a minimum of 12 months is required for authorization of PCS allowances to the new PDS.

(2) The tour of duty specified in the service agreement at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation or renewal agreement negotiation.

6. Reassignment to Different OCONUS Geographical Locality

a. With No Service Agreement. An employee:

(1) At an OCONUS PDS without a service agreement,

(2) Who is reassigned within a DOD component/transferred to another DOD component, to a different OCONUS geographical locality

is required to negotiate a service agreement for the full tour of duty prescribed for the new PDS.

b. With a Service Agreement

(1) When an employee:

\*(a) Is serving under a service agreement at an OCONUS PDS, *and*

(b) Is reassigned within a DOD component/transferred to another DOD component, in a different OCONUS geographical locality, *and*

(c) Does not complete the tour of duty,

credit is given for service completed at the old PDS.

- (2) A new agreement is required with:
  - (a) A new 12-month tour of duty, or
  - (b) The difference between the new PDS tour of duty and the time completed at the old PDS, whichever is greater. See par. C5075.
- (3) The new agreement concerns PCS allowances:
  - (a) To the new PDS, and
  - (b) Any additional separation travel and transportation allowances from, the new PDS.
- (4) The service agreement tour of duty at the time of reassignment/transfer remains in effect for return travel and transportation allowances for separation from the old PDS or for renewal agreement negotiation.
- (5) Before performing RAT, a renewal agreement to serve a tour of duty applicable to the new PDS area must be signed.

7. Employee Not Needed for Full Tour of Duty

- a. When it is known in advance that an employee is not needed for the full OCONUS tour of duty, employment may be for a lesser period without affecting travel and transportation allowances to the OCONUS PDS, and return, for the purpose of separation (26 Comp. Gen. 488 (1947)).
- b. The agreement must prescribe a 12 month tour of duty IAW 5 USC §5722.
- c. Employment may be terminated when the employee's services are no longer needed.

8. Effect of Increased/Decreased Tour of Duty

- a. Increased Tour of Duty. When an OCONUS area's tour of duty is increased:
  - (1) The tour of duty specified in a currently assigned employee's service agreement governs, and
  - (2) The increased tour of duty only affects any employee who executes an agreement after the date the increased tour of duty is approved.
- b. Decreased Tour of Duty. If a tour of duty is decreased, the shorter tour of duty applies to any currently assigned employee whose service agreement provide for a longer tour of duty.

---

**PART M: HOUSEHUNTING TRIP (HHT) (FTR §302-5)**

**C5600 GENERAL (FTR §302-5.1-2)**

A HHT:

1. The AO has the discretion to allow a HHT. *The AO, not the employee, determines whether or not a HHT is necessary.*
2. May only be authorized on a case-by-case basis when an employee has accepted a permanent transfer, and the circumstances indicate the need for a HHT.
3. May not be authorized to assist an employee in deciding whether or not to accept a transfer.
4. May be authorized only for an employee and/or spouse.
5. May be authorized for an attendant or escort within this Part when Chapter 6, Part L or Appendix E, Part I, par. A2l apply (59 Comp. Gen. 461 (1980)), <http://141.116.74.201/regs/comp-gen-dec/B-198237.pdf>.

If the HHT is allowed, it should serve to lower the Government's overall relocation costs by reducing the time for which the employee is later reimbursed for temporary quarters occupancy.

**C5602 ELIGIBLE EMPLOYEE (FTR §302-5.3)**

An employee may be authorized a HHT when:

1. A PCS is authorized;
2. Both the old and new PDSs are located within CONUS and/or a non-foreign OCONUS area (e.g., one PDS could be in Nebraska and the other in Guam);
3. Government/other prearranged housing is not going to be assigned at the new PDS; and,
4. The old and new PDSs are 75 or more miles apart (as measured by map distance) via a usually traveled surface route.

**C5604 INDIVIDUALS NOT ELIGIBLE FOR A HHT (FTR §302-5.4)**

A HHT may not be provided for a/an:

1. New appointee or the new appointee's spouse if par. C5080-B applies; or
2. Employee authorized dependent and/or HHG transportation to/from a training location to which transportation is authorized under par. C4500 instead of per diem/actual expense allowance while at the training location; or
3. Employee's children, GSBGA 16907-RELO, 14 August 2006, <http://www.gsbca.gsa.gov/relo/s1690714.pdf>

**C5606 SEPARATE TRIPS BY EMPLOYEE AND SPOUSE** (FTR §302–5.9)

*Separate HHT round trips by the employee and spouse may be allowed; however, the Government’s overall cost is limited to the cost of one round trip for the employee and spouse traveling together.*

**C5608 WHEN A HHT MAY BEGIN** (FTR §302–5.10)

A HHT may begin after the:

- \*1. Employee signs a service agreement; and
2. DOD component establishes, and informs the employee of, the reporting date to the new PDS.

***NOTE:*** *The maximum time for beginning allowable travel and transportation is ordinarily 2 years from the date the employee reports for duty at the new PDS. See par. C1057 for extensions.*

**C5610 WHEN A HHT MUST BE COMPLETED** (FTR §302-5.12)

Round-trip house-hunting travel must be completed by the:

1. Employee on the day before the day the employee reports to the new PDS, and
2. Spouse:
  - a. On the day before the family begins relocation to the new PDS, or
  - b. The expiration of the maximum time for beginning allowable travel and transportation.

**C5612 HHT AUTHORIZATION** (FTR §302–5.5)

After considering par. C5614-I, an AO/AO designee may authorize a HHT. The AO/AO’s designee must determine:

1. If a HHT is necessary;
2. Whether subsistence reimbursement is to be per diem under the Lodgings-plus method (par. C5624-B1) or if a fixed amount is to be offered (par. C5624-B2);
3. The appropriate HHT duration (NTE the maximums in the Part);
4. The authorized transportation mode(s) for the HHT to and from the new PDS location; and
5. The authorized transportation mode(s) for local travel while house-hunting at the new PDS location.

**C5614 CONSIDERATIONS**

A. General. *The HHT must be administered to minimize/avoid its use when other satisfactory and more economical alternatives are available.* An AO/AO designee must consider pars. C5614-B, C5614-C, C5614-D, C5614-E, and C5614-F before authorizing a HHT.

B. Arranging a Permanent Residence before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

**PART O: TEMPORARY CHANGE OF STATION (TCS) (FTR §302-3, subpart E)**

**C5700 GENERAL (FTR §302-3.404, 302-3.500, 302-3.502)**

An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for an employee scheduled for extended TDY (between 6 and 30 months) (FTR §302-3.406). *The long-term temporary assignment location becomes the employee's temporary official station* (FTR §302-3.411).

**C5705 ELIGIBILITY (FTR §302-3.402)**

A. Assignment. A TCS assignment may be considered only if:

1. The employee is directed to perform an extended TDY at another duty station outside the local area as described in par. C2400-B;
2. The assignment is not less than 6 months nor more than 30 months;
3. TDY travel and per diem otherwise are payable; and
4. The AO determines TCS is more advantageous than TDY. See par. C5710.

**\*NOTE:** *A service agreement is not required for a TCS move.*

B. Employee (FTR §302-3.403). Each employee is eligible for a TCS except a/an:

1. New appointee;
2. Individual employed intermittently as a consultant or expert and paid on a daily when-actually-employed (WAE) basis;
3. Individual serving without pay or at \$1 a year;
4. Employee assigned under the Government Employees Training Act (5 USC §4109) (see par. C4500); or
5. Employee assigned to/from a State or local Government under the Intergovernmental Personnel Act (5 USC §3372). See par. C4109.

C. Service Agreement (FTR §302-3.410). A service agreement is not necessary to qualify for a TCS. See par. C5705-A for eligibility.

**C5710 CONDITIONS**

A. Component Cost Considerations (FTR §302-3.401). An AO may authorize TCS when the cost is outweighed by the benefits of TDY cost savings and increased employee morale and job performance. The estimated TCS and TDY costs must be compared and considered.

B. Employee Tax Considerations (FTR §302-3.421)

1. According to available information from the IRS, an employee who performs TDY exceeding 1 year at a single location is subject to income tax on travel reimbursements.

2. An employee who performs a TCS also is subject to income tax on some, but not all, of the TCS reimbursements, but receives a RIT allowance.
3. TCS should be considered if an extended TDY results in an un-reimbursable income tax liability on an employee.

C. Employee Concerns. The possible negative effect of a long-term absence from the PDS and immediate family on the employee's morale and job performance should be considered, as well as other employee pays such as locality pay and non-foreign cost of living allowances.

D. Equity Concerns. The financial inequity that results when a long-term TDY employee lives in a manner similar to a permanently assigned employee while receiving TDY allowances should be considered.

E. Assignment Length

1. Assignment less than 6 Months (FTR §302-3.407). A TCS may be authorized only when expected to last 6 months or more. If the assignment is cut short *for reasons other than separation from Government service*, TCS expenses are paid.

2. Assignment more than 30 Months (FTR §302-3.408). If the assignment exceeds 30 months, the employee:

- (a) Must be permanently assigned to the temporary official station *or* returned to the previous official station;
- (b) May not be paid for extended storage or property management services incurred after the last day of the thirtieth month; and
- (c) Must be paid for the expenses of returning the employee, immediate family, and HHG to the previous official station unless the employee is permanently assigned to the temporary official station.

F. Distance Requirement (FTR §302-3.409). No minimum distance between a PDS and TCS location is required to qualify for a TCS.

**C5715 TCS ALLOWANCES** (FTR §302-3.412, §302-3.413)

A. Basic Allowances. *TDY travel and transportation allowances including per diem are not paid while at the TCS location*. An employee is authorized:

1. PCS mileage/MALT if a POC is used (see par. C5050);
2. Employee's travel and transportation expenses (see par. C4553-B3 for per diem);
3. Transportation and dependent' per diem (see Chapter 5, Part C);
4. HHG transportation, storage-in transit, (see Chapter 5, Part D);
5. Miscellaneous expense allowance (MEA) (see Chapter 5, Part G);
6. Mobile home transportation instead of HHG transportation (see Chapter 5, Part F);
7. POV(s) transportation (see Chapter 5, Part E); and

8. RIT allowance (see Chapter 5, Part N).

***NOTE: AEA (see Chapter 4, Part M) may not be authorized/approved for a TCS***

B. Discretionary Allowances. The employee may be authorized:

1. A HHT (see Chapter 5, Part M);
2. TQSE while occupying temporary lodging (see Chapter 5, Part H);
3. NTS of HHG ***when necessary during the assignment*** (FTR §§302-3.414, §302-3.415, §302-3.416, and §302-3.417) (see Chapter 5, Part D).
  - a. HHG may be in NTS for the TCS duration.
  - b. The transportation officer determines the NTS location.
  - c. The total weight of HHG stored plus the weight of HHG transported cannot exceed 18,000 pounds. The employee is personally financially responsible for all excess costs if the total weight of stored and transported HHG exceeds 18,000 pounds.; and
4. Property Management Service for the Employee's Residence at the Old PDS for the TCS Duration. See Chapter 5, Part Q. (FTR §302-3.418, §302-3.19, §302-3.420).

***NOTE: PM service may be authorized only for a residence at the employee's PDS in CONUS or in a non-foreign OCONUS area from which the employee was assigned to the TCS location (GSBCA 16138-RELO, 30 September 2003).***

C. Allowances upon Assignment Completion. The employee is authorized all of the allowances in pars. C5715-A and C5720-B, except property management services (par. C5720-B6) and a HHT (par. C5720-C1) when returning to the original PDS (FTR §302-3.422).

D. TCS Allowances vs. Per Diem (FTR §302-3.422). If a TCS is authorized, an employee may not elect payment of per diem expenses instead of a TCS.

**C5720 THE TEMPORARY OFFICIAL STATION BECOMES THE PDS** (FTR §§302-3.426, 302-3.427, 302-3.428, and §302-3.429)

A. Allowance Duration. TCS allowances (see par. C5415) stop on the day the temporary official station becomes the PDS.

B. Payable Allowances. The following allowances are payable when the temporary official station becomes the PDS:

1. Travel, including per diem for the employee (see par. C4553-B), and dependent (see Chapter 5, Part C) who relocated to the temporary official station for one round-trip between the temporary official station and old PDS;
2. Transportation and per diem (see Chapter 5, Part C) for one-way travel from the old PDS for those dependents not previously relocated to the temporary official station;
3. TQSE while occupying temporary lodging (see Chapter 5, Part H) ***may be authorized but is not mandatory*** in extraordinary circumstances;

4. Real estate expenses (see Chapter 5, Part P);
  5. Residence-related relocation service expenses (see Chapter 5, Part Q);
  6. Property management expenses (see Chapter 5, Part Q);
  7. Transportation of HHG not previously transported to the temporary official station (18,000 pound maximum applies);
  8. Transportation of POVs not previously transported, if authorized, in Chapter 5, Part E (for a CONUS to CONUS TCS being converted to a PCS); and
  9. Short distance HHG move (not to exceed 18,000 pounds) if the residence at the new PDS changes.
- C. Expenses Not Payable. Expenses not payable when permanently assigned to the temporary official station:
1. A HHT to the temporary official station, and
  2. Residence transaction expenses for selling a residence or breaking a lease at the temporary official station.

***NOTE: Per diem is not payable at the TCS location.***

**C5725 SEPARATION FROM GOVERNMENT SERVICE (FTR §§302-3.423, 302-3.424, and 302-3.425)**

- A. After Long-term Assignment. An employee who separates (retires/resigns) from Government service after long-term temporary assignment completion is authorized the same PCS expenses that are payable had the employee not separated from Government service. If the employee returns to other than the PDS or remains at the long-term temporary assignment location, PCS allowances, on a constructed basis, are allowed not to exceed the amount that would have been paid incident to return to the PDS.
- B. Before Long-term Assignment Completion. An employee who separates from Government service prior to long-term temporary assignment completion, for reasons beyond the employee's control and acceptable to the agency, is authorized the same PCS expenses (see par. C5425-B) that are payable had the employee not separated. Otherwise, payments are limited to what would have been payable had the long-term temporary assignment been performed as TDY.

## PART Q: RELOCATION SERVICES

### SECTION 1: GENERAL

#### C5800 GENERAL

A. DOD Contract Services. A DOD component may offer relocation services to an eligible employee. DOD currently has a contract with a private firm. Examples of these services are:

1. Home sale programs;
2. Home finding assistance;
3. Home marketing assistance;
4. Property management (PM) services (see Section 2 of Part Q); and
5. Mortgage finding assistance.

B. DOD Component Responsibilities. Each DOD component must determine:

1. Which employee is to be offered relocation services use, and
2. To what extent relocation services are offered, and
3. Under what conditions relocation services are offered

to an employee transferring within/between DOD components or to another agency.

#### C5805 ELIGIBILITY CONDITIONS AND LIMITATIONS

A. Eligible Employee. Relocation services may be offered if an employee:

1. Transfers from one PDS to another in the Government's interest (not primarily for the employee's convenience/benefit, or at the employee's request (other than answering a vacancy announcement)), and
2. Signs a service agreement.

B. Person Not Covered. Relocation services must not be offered to:

1. A new appointee;

2. An employee assigned under the Government Employees Training Act (5 USC §4109); or
3. An employee assigned/transferred to/from a foreign PDS except an employee eligible for:
  - a. Residence transaction expenses reimbursement in par. C5750-D, and
  - b. PM services under Section 2 of Part Q.

C. Limitations. If the employee violates the service agreement terms, the Government reserves the right to recover, from the employee, all payments made on the employee's behalf to the relocation company. See Chapter 5, Part L.

D. TCS. A service agreement is not required for PM services, under par. C5830, for a TCS.

### **C5810 PROCEDURAL REQUIREMENTS AND CONTROLS**

A. Employee Option. Once relocation services have been offered to the employee, the employee must be given the option to accept or reject the offer.

B. Dual Benefits Prohibited. Once an employee accepts relocation services, reimbursement to the employee must not be allowed for expenses authorized in other JTR Parts that are similar to expenses/service costs paid under the relocation service contract.

#### **C. Payment Restrictions**

1. An eligible employee must meet the title requirements in par. C5750-G.
2. A DOD component must not make payment to a relocation company that benefits an ineligible individual. Example: There is joint residence ownership by an eligible employee and a non-Government employee. The benefits derived from relocation services accrue proportionally to the eligible and ineligible parties. Only the share applicable to the eligible employee may be paid. This situation is addressed for direct reimbursement of real estate expense under par. C5750-H. The same logic and provisions apply regarding relocation services.

#### **D. Maximum Home Value**

1. Under the DOD relocation contract the maximum home value for which home sale services are payable is \$750,000, unless waived by the paying activity.
2. If a home is sold under a home sale program at a price exceeding \$750,000, the employee is responsible for any additional costs unless the maximum is waived IAW component regulations.

\*E. Travel Authorization/Order. The authorization for Relocation Services must be on the original PCS travel authorization/order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home). See par. C3104-A2g.

**CHAPTER 6****EVACUATIONS AND ADVERSE CONDITIONS****PART A: EVACUATION TRAVEL**

---

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C6000</b>	<b>LEGAL BASIS</b> <ul style="list-style-type: none"><li>A. Transportation Authority</li><li>B. Pay and Allowances</li><li>C. Department of State (DOS) Standardized Regulations (DSSR)</li><li>D. Memorandum of Agreement</li><li>E. Office of Personnel Management (OPM) Regulations</li></ul>
<b>C6005</b>	<b>FOREIGN AREA EVACUATION</b> <ul style="list-style-type: none"><li>A. Applicable Regulations</li><li>B. Authorizing/Ordering an Evacuation</li><li>C. Authorized Transportation</li><li>D. Subsistence Expense Allowance (SEA)</li><li>E. Actual Expense Allowance (AEA)</li></ul>
<b>C6010</b>	<b>CONUS/NON-FOREIGN OCONUS AREA EVACUATION</b> <ul style="list-style-type: none"><li>A. Applicable Regulations</li><li>B. Authorizing/Ordering an Evacuation</li><li>C. Authorized Transportation</li><li>D. Limited Evacuation</li><li>E. Per Diem/Subsistence Expense</li></ul>
<b>C6015</b>	<b>SAFE HAVEN</b> <ul style="list-style-type: none"><li>A. OCONUS Foreign Area Evacuation</li><li>B. CONUS/Non-Foreign OCONUS Area Evacuation</li><li>C. U.S. Evacuation</li><li>D. Limited Evacuation</li></ul>
<b>C6020</b>	<b>EMERGENCY POV STORAGE INCIDENT TO AN OCONUS AREA EVACUATION</b>
<b>C6025</b>	<b>POV SHIPMENT</b>
<b>C6030</b>	<b>TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)</b>

**Paragraph    Title/Contents**

**PART B: ADVERSE CONDITIONS TRAVEL**

---

**C6100        LEGAL BASIS**

**C6105        ADVERSE LIVING CONDITIONS**

**C6110        TRANSPORTATION TO AN ALTERNATE LOCATION**

- A.    Alternate Destination Point
- B.    Subsequent Transportation of Dependents/HHG
- C.    Authorization Restrictions

**PART C: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE  
FROM A FOREIGN AREA**

---

**C6200        DSSR, CHAPTER 600 (Extracted and Modified for DOD)**

**PART D: PAYMENTS DURING AN ORDERED/AUTHORIZED DEPARTURE IN THE  
UNITED STATES**

**C6300        OPM REGULATIONS**

**CHAPTER 7****TRAVEL UNDER SPECIAL CIRCUMSTANCES****PART A: EMPLOYEE OR DEPENDENT DEATH**

---

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>C7000</b>	<b>GENERAL</b> A. Component Responsibility B. Application
<b>C7005</b>	<b>RESPONSIBILITY</b>
<b>C7010</b>	<b>DEATH RELATED TO OFFICIAL DUTY PERFORMANCE</b>
<b>C7015</b>	<b>DEATH DURING AN ABSENCE FROM DUTY</b>
<b>C7020</b>	<b>PREPARATION OF EMPLOYEE REMAINS</b> A. Preparation of Remains B. Transportation of Remains C. Limitations
<b>C7025</b>	<b>PREPARATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT</b> A. General B. Reimbursement
<b>C7030</b>	<b>TRANSPORTATION OF EMPLOYEE REMAINS</b>
<b>C7035</b>	<b>TRANSPORTATION OF THE REMAINS OF AN EMPLOYEE'S DEPENDENT</b>
<b>C7040</b>	<b>TRANSPORTATION OF DEPENDENTS, BAGGAGE AND HHG</b> A. While Performing Duties OCONUS B. While Stationed in CONUS
<b>C7045</b>	<b>BAGGAGE TRANSPORTATION</b>
<b>C7050</b>	<b>POV TRANSPORTATION</b>
<b>C7055</b>	<b>PER DIEM TERMINATION</b>
<b>C7060</b>	<b>ESCORT(S) FOR EMPLOYEE REMAINS</b> A. Authorization B. Limitations C. Travel Expenses D. Travel Authorizations for Escort(s) E. Arranging Transportation

- C7065 PCS EXPENSES**  
A. Employee Dies while in Transit to a New CONUS PDS  
B. Employee Dies after Reporting to a New CONUS PDS  
C. Authorized Expenses
- C7070 PAYMENT**
- C7075 PAYMENT PROHIBITION WHEN OTHER LAWS APPLY**
- C7080 EXPENSES INCIDENT TO DEATH OF AN EMPLOYEE SERVING IN A CONTINGENCY OPERATION**

---

**PART B: MISSING PERSONS CASES**

---

- C7085 GENERAL**
- C7090 CONDITIONS**  
A. Dependent Defined  
B. HHG and Personal Effects Transportation  
C. POV Transportation  
D. Travel and Transportation Allowed  
E. Employee in an Injured Status
- C7095 RESPONSIBILITY**

---

**PART C: CIVILIAN ESCORTS AND ATTENDANTS**

---

- C7100 ESCORT FOR UNIFORMED SERVICE MEMBER'S DEPENDENTS (10 USC §1036)**
- C7105 ATTENDANT FOR UNIFORMED SERVICE MEMBER'S DEPENDENTS (10 USC §1040)**
- C7110 ATTENDANT/ESCORT FOR A UNIFORMED SERVICE MEMBER, ON THE TDRL, REQUIRED TO SUBMIT TO PERIODIC PHYSICAL EXAMINATIONS**
- C7115 ATTENDANT/ESCORT FOR AN ACTIVE DUTY UNIFORMED SERVICE MEMBER (PATIENT)**  
A. DOD Civilian Employee  
B. Non-DOD Government Employee  
C. Another Civilian

---

**PART D: PRE-EMPLOYMENT INTERVIEW TRAVEL (FTR §301-75)**

---

- C7150 APPLICABILITY**  
A. Application  
B. Policy
- C7155 AUTHORIZATION**  
A. Payment Authority  
B. Eligibility

- C7160 RESPONSIBILITIES**  
A. DOD Component Responsibilities  
B. Interviewee Responsibilities
- C7165 REIMBURSEMENT**  
A. Allowable Expenses  
B. Expenses Not Allowed
- C7170 FUND SOURCE**  
A. Travel Expense Payment  
B. Sources Not Allowed
- C7175 REIMBURSEMENT CLAIM**  
A. Fraudulent Claim  
B. Receipt and Record Maintenance  
C. Travel Voucher Preparation and Submission

---

**PART E: TRAVEL AT NO EXPENSE TO THE GOVERNMENT**

---

- C7200 GENERAL**  
A. Policy  
B. Employee Status  
C. Travel Documentation

---

**PART F: REPATRIATION TRANSPORTATION**

---

- C7250 FOR OTHER THAN ARMY CIVILIAN MARINE PERSONNEL**  
A. Conditions  
B. Reimbursement Requirement
- C7255 FOR ARMY CIVILIAN MARINE PERSONNEL**  
A. Coverage  
B. Classes I and II Repatriates  
C. Assistance Furnished

---

**PART G: THREATENED LAW ENFORCEMENT OFFICERS (FTR §301-31)**

---

- C7300 GENERAL**
- C7305 ELIGIBILITY**
- C7310 POLICY**
- C7315 DELEGATION OF AUTHORITY**
- C7320 PROCEDURES FOR EVALUATING RISK TO A THREATENED INDIVIDUAL**
- C7325 ELIGIBILITY CONDITIONS AND LIMITATIONS**  
A. Limits on Duration of Temporary Living Accommodations  
B. Temporary Living Accommodations Location

- C7330 SUBSISTENCE PAYMENTS**
  - A. Expenses Covered
  - B. Allowable Lodging Costs
  - C. Allowable Meal Expenses
  - D. Maximum Allowable Amount
  - E. Itemization and Receipts
  
- C7335 TRANSPORTATION TO AND FROM A LOCATION AWAY FROM THE EMPLOYEE'S DESIGNATED DUTY STATION**
  
- C7340 AUTHORIZATIONS AND CLAIMS PAYMENT**
  
- C7345 FUNDS ADVANCES**

---

**PART H: EMERGENCY TRAVEL AND TRANSPORTATION OF EMPLOYEE DUE TO ILLNESS OR INJURY OR A PERSONAL EMERGENCY SITUATION WHILE TDY (FTR §301)**

---

- C7350 GENERAL**
  
- C7355 DOD COMPONENT RESPONSIBILITY/AUTHORITY DELEGATION**
  
- C7360 EMPLOYEE RESPONSIBILITY AND DOCUMENTATION**
  
- C7365 DEFINITIONS**
  - A. Official Station/PDS
  - B. Alternate Location
  - C. Employee's Incapacitating Illness or Injury
  - D. Family
  - E. Personal Emergency Situation
  - F. Serious Illness or Injury of Family Member
  - G. Fire, Flood, or Act of God
  
- C7370 EMPLOYEE'S INCAPACITATING ILLNESS OR INJURY**
  - A. Per Diem Continuation at the Interruption Point
  - B. Return to Official Station or Home
  - C. Travel to an Alternate Location and Return to the TDY Assignment
  
- C7375 PERSONAL EMERGENCY SITUATION**
  - A. Return to PDS or Home
  - B. Travel to an Alternate Location and Return to the TDY Assignment
  - C. Discount Airfare Use
  - D. Return to the PDS
  - E. Travel to an Alternate Location

---

**PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

---

- C7400 GENERAL**
  - A. Application
  - B. Reimbursement

- C7405 DEFINITION OF TERMS**  
A. Member of Congress  
B. Congressional Employee  
C. Secretary Concerned
- C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**
- C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

---

**PART J: ADDITIONAL TRAVEL AND TRANSPORTATION EXPENSES INCURRED BY AN EMPLOYEE WITH A DISABILITY OR A SPECIAL NEED (FTR §301-13)**

---

- C7450 POLICY, APPLICABILITY, AND GENERAL RULES (FTR §301-70.400)**  
A. Policy  
B. Applicability  
C. General Rule
- C7455 DEFINITIONS**  
A. Employee with a Disability  
B. Disability  
C. Physical/Mental Impairment  
D. Major Life Activities  
E. Substantially Limits  
F. Has a Record of Such an Impairment  
G. Is Regarded as Having Such an Impairment  
H. Employee with a Special Need
- C7460 ALLOWABLE EXPENSES**
- C7465 EMPLOYMENT OF PERSONAL ASSISTANTS FOR EMPLOYEES WITH A DISABILITY/SPECIAL NEED**
- C7470 TRANSPORTING A SPECIALLY EQUIPPED AUTOMOBILE BETWEEN CONUS PDSs**

---

**PART K: EMPLOYEE MEDICAL TRAVEL**

---

- C7500 MEDICAL TRAVEL AND TRANSPORTATION ALLOWANCES WHEN AN EMPLOYEE IS ASSIGNED TO A FOREIGN OCONUS PDS**  
A. General  
B. Eligibility  
C. Required Health Care Determination  
D. Authorized Health Care  
E. Unauthorized Health Care  
F. Designated Point
- C7505 MEDICAL TRAVEL ADMINISTRATION**  
A. Applicable Regulations  
B. Travel Authorization  
C. Funding  
D. Excess Costs Agreement  
E. Premium Class Accommodations

**C7510      TRANSPORTATION**  
A. General  
B. Limitation

**C7515      PER DIEM**  
A. General  
B. Maximum Number of Days  
C. Elective Destinations  
D. Hospital Stays  
E. Dental Care  
F. Obstetric Care  
G. Newborn Infant  
H. Per Diem Rates

**C7520      EXCESS ACCOMPANIED BAGGAGE**

**C7525      SAMPLE EXCESS COST AGREEMENT**

**C7530      ATTENDANTS/ESCORTS**  
A. Definition  
B. Determination  
C. Appointment  
D. Travel Allowances  
E. Attendant Compensation Agreement  
F. Attendant Per Diem  
G. Non-Concurrent Attendant Travel

**PART L: FAMILY VISITATION TRAVEL (FVT)**

---

**C7550      GENERAL**  
A. Purpose  
B. Discretionary Allowance  
C. Legal Authority  
D. Allowable Transportation Expenses  
E. Eligibility  
F. Travel by Commercial Transportation  
G. Travel Authorization  
H. Refund  
I. Year  
J. Charge to Leave  
K. Scheduling  
L. Travel to the CONUS or to a Non-foreign OCONUS Area  
M. Travel to Visit Dependents Located in a Foreign Country

**PART M: EMERGENCY VISITATION TRAVEL (EVT)**

---

- C7600 RELATED INFORMATION**
- A. Allowable Expenses due to the Death of an Employee/Dependent
  - B. Emergency Travel and Transportation of Employees Due to Illness, Injury, or a Personal Emergency Situation While on TDY
  - C. Medical Travel and Transportation Allowances for Employees Assigned to a Foreign OCONUS PDS
  - D. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS
- C7602 GENERAL**
- A. Purpose
  - B. Allowance Discretion
  - C. Restrictions
  - D. Limitations
  - E. Authorization
- C7604 LEGAL AUTHORITY**
- C7606 FUNDING**
- C7608 LIMIT ON NUMBER OF TRAVELERS**
- A. General
  - B. Exceptions
- C7610 DEFINITIONS**
- A. Eligible Employee
  - B. Eligible Family Member
  - C. Immediate Family Member
  - D. Incapacitation
  - E. Parent
  - F. AO
  - G. Serious Illness/Injury
- C7612 TRANSPORTATION EXPENSES**
- A. Expenses Allowed
  - B. Expenses Not Allowed
- C7614 TRAVEL LIMITATIONS**
- A. Routing
  - B. Indirect Route
  - C. Transportation Costs
  - D. Reimbursement
  - E. Accommodations
  - F. Special Fares
  - G. U.S. Flag Carriers
- C7616 TRAVEL AUTHORIZATION**
- C7618 REFUND**

<b>C7620</b>	<b>CHARGE TO LEAVE</b>
<b>C7622</b>	<b>LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT OF 1993</b> <ul style="list-style-type: none"><li>A. Form WH-380 “Certification of Health Care Provider” (Used as a supporting documentation for a request for Family and Medical Leave - attach to an SF 71 – Request for Leave or Approved Absence.)</li><li>B. Federal Employee Entitlements under the Family and Medical Leave Act of 1993</li><li>C. OPM Final Regulations on Family and Medical Leave</li><li>D. OPM Family and Medical Leave Entitlement/Job Benefits &amp; Protection/Advance Notice and Medical Certification</li></ul>
<b>C7624</b>	<b>EFFECT OF EVT ON RAT</b>
<b>C7626</b>	<b>EVT FOLLOWED BY FVT</b> <ul style="list-style-type: none"><li>A. Waiting Time</li><li>B. Exceptions to Waiting Time Requirements</li></ul>
<b>C7628</b>	<b>EVT FOR MEDICAL REASONS</b> <ul style="list-style-type: none"><li>A. Limit on Number of Trips</li><li>B. Authorization Procedure</li><li>C. Immediate Family Member Located in a Foreign Area</li><li>D. Confirming the Need for EVT Travel</li><li>E. Recording EVT Travel</li><li>F. Limiting EVT Travel to Already Identified Parents</li><li>G. Travel in Advance of Authorization</li></ul>
<b>C7630</b>	<b>EVT IN THE EVENT OF AN IMMEDIATE FAMILY MEMBER’S DEATH</b> <ul style="list-style-type: none"><li>A. Limitations</li><li>B. Beginning Travel</li><li>C. Death of Employee/Eligible Family Member</li><li>D. Travel Statement</li></ul>
<b>C7632</b>	<b>INCAPACITATED PARENT</b> <ul style="list-style-type: none"><li>A. Travel Purpose</li><li>B. Allowable Circumstances</li><li>C. Limit on the Number of Trips</li><li>D. Both Trips May Be Used for the Needs of One Parent</li><li>E. Authorization Procedure</li><li>F. Submission Request</li><li>G. Travel without Prior Authorization</li><li>H. Travel in Advance of Authorization</li></ul>
<b>C7634</b>	<b>UNUSUAL PERSONAL HARDSHIP</b> <ul style="list-style-type: none"><li>A. Personal Hardship</li><li>B. Travel In Advance of Authorization</li></ul>
<b>C7636</b>	<b>EVT TABLE</b>

---

**PART N: FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML)**

---

**C7700 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION**

- A. Policy
- B. Eligibility
- C. Limitation
- D. FEML Locations/Destinations
- E. Transportation
- F. Charge to Leave
- G. Dual Allowances
- H. Repayment of FEML Transportation Costs
- I. Travel Authorization
- J. Per Diem
- K. Legal Authority for this Part

---

**PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL**

---

**C7750 R&R LEAVE TRAVEL**

- A. Policy
- B. Eligibility
- C. R & R Locations/Destinations
- D. Transportation
- E. Charge to Leave
- F. Travel Authorization
- G. Per Diem
- H. Legal Authority for this Part

**C7751 IRAQ AND AFGHANISTAN**

- A. Authorized Transportation
- B. Authority
- C. Limitations
- D. Retroactive Benefits and Gratuities

---

**PART P: CIVILIAN FAMILY MEMBER OF A SERIOUSLY ILL OR INJURED MEMBER**

---

**C7800 GENERAL**

**PAGE LEFT BLANK INENTIONALLY**

## **PART I: TRAVEL AND TRANSPORTATION EXPENSE REIMBURSEMENT WHEN ACCOMPANYING MEMBERS OF CONGRESS AND CONGRESSIONAL STAFF**

### **C7400 GENERAL**

A. Application. This Part applies to travel of DOD employees accompanying Members of Congress and/or congressional staff under the authority in 31 USC §1108(g).

\*B. Reimbursement. A DOD employee accompanying a Member of Congress or a congressional staff employee on official travel under the authority in 31 USC §1108(g) is authorized reimbursement for travel and transportation expenses for such travel provided the employee's travel is in support of congressional travel directed/approved by the Secretary of Defense or the Secretary concerned. See pars. C2204-B3g and C2204-B4j. Reimbursement includes:

1. Transportation accommodations costs on the same class of service used by the Member of Congress or congressional staff employee that the employee is accompanying, and
2. Per diem or actual expenses that does not exceed the rate set for the Member of Congress or congressional staff employee that the employee is accompanying.

### **C7405 DEFINITION OF TERMS**

A. Member of Congress. For the purpose of this Part, "Member of Congress" means a Member of the Senate or the House of Representatives, a Delegate to the House of Representatives, and the Resident Commissioner from Puerto Rico.

B. Congressional Employee. The term "Congressional staff employee" for the purpose of this Part means an employee of a Member of Congress or an employee of Congress, committee of Congress or congressional agency.

C. Secretary Concerned. For the purpose of this Part, "Secretary Concerned" includes the Secretary of Defense with respect to a DOD civilian employee working in other than a military department.

### **C7410 TRANSPORTATION, PER DIEM, AND ACTUAL EXPENSE RATES**

When travel is authorized under 31 USC §1108(g), class of service on transportation, per diem, or actual expense rates are set by the Chairman (Leadership) directing the travel and requesting DOD support. The Chairman (Leadership) typically authorizes/approves a specified per diem rate or may authorize/approve an AEA without regard to any established per diem schedule.

### **C7415 CONGRESSIONAL TRAVEL PREMIUM-CLASS APPROVAL CODES**

Approval codes required on documentation for premium-class Congressional travel are first-class (FC), and business-class (BC). See pars. C2204-B3g and C2204-B4i.

**PAGE LEFT BLANK INTENTIONALLY**

**PART O: REST AND RECUPERATION (R&R) LEAVE TRAVEL**

**C7750 R&R LEAVE TRAVEL**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation for a DOD civilian employee is the same policy used for R&R established in DODI 1327.6, subsection 6.15. Under DODI 1327.6, R&R transportation may not be combined with any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R). ***NOTE: Exception. The appointed DOD Executive Agent for the USCENTCOM R&R Leave Program may combine R&R leave transportation with other official travel as an exception to policy IAW OSD (P&R) memo of 12 October 2007. Any DOD Executive Agent delegation authority is limited to the General or Flag Officer level.***

B. Eligibility. An employee is eligible if assigned to a designated location outside the U.S. The number of R&R leave transportations authorized is:

1. Standard Tour: One per 12-month period.
2. Contingency Tour: One per contingency tour. A contingency tour is ICW and directly tied to a contingency operation. See Appendix A, Definitions, Part I: Terms. R&R is for a DOD employee who is serving a tour length under TDY travel authorizations for duty of 180 or more consecutive days (to include extensions), and who has served at least 60 consecutive days in one or more of the locations listed in Appendix U. ***NOTE: The R&R may be taken after 60 consecutive days are completed. The R&R may not be combined with TDY travel away from the contingency tour area.***

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix U.

1. R&R Location. To qualify a location must meet the requirements of DODI 1327.6.
2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix U.
3. Alternate Destination. An employee may select a destination different from the authorized destination in Appendix U and be reimbursed NTE the cost of Government-provided travel to the authorized destination. The alternate location is an official travel location, and therefore available contract city-pair airfares may be available for use. ***If the employee travels to a more expensive alternate destination city-pair airfares are not authorized to the alternate destination.***
4. Examples. The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

a. Example 1

An employee's PDS is in Albania and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany. The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is:	\$1,200
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,000
The employee desires to utilize R&R to Boston, MA. The city-pair airfare to Boston is:	\$1,400
The least cost non-city-pair airfare to Boston is:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany or Baltimore, MD, the city-pair airfare may not be used to Boston.	
Since travel to Frankfurt is more expensive than travel to Baltimore the cost to Frankfurt is used for cost comparison.	
The employee is financially responsible for the additional cost (\$1,600 - \$1,200 =).	\$ 400

b. Example 2

An employee's PDS is in Croatia and the authorized destination is Frankfurt, Germany.	
The city pair airfare cost to Frankfurt is:	\$ 980
Baltimore, MD, is the authorized CONUS destination. The city-pair airfare to Baltimore is:	\$1,400
The employee desires to utilize R&R to St. Louis, MO. The city-pair airfare to St. Louis is:	\$1,200
Since travel to St. Louis, MO, is less expensive than travel to Baltimore, MD, the employee is authorized to use the city-pair airfare to St. Louis (\$1,200) NTE the \$1,400 cost to Baltimore.	

5. Location Designation/Re-designation

- a. Designating Authorities. ODUSD (MPP) designates R&R locations/destinations for a DOD employee.
- b. Designation Requests. Designation requests must be through Combatant Command channels to ODUSD (MPP). ODUSD (MPP) must re-designate R&R location/destination designations every two years.
- c. Re-designation Requests. Re-designation requests must be sent through Combatant Command channels to reach ODUSD (MPP) before the indicated re-designation date.

D. Transportation

1. Employee only.
2. Restrictions. An employee taking a R&R trip may use:
  - a. Military air transportation on a space-required basis if reasonably available to the R&R/alternate destination, or
  - b. Commercial air transportation if space-required military air transportation is not reasonably available, and
  - c. *May not use cruise or tour packages to and/or from the authorized destination.*

***NOTE: Each commander must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the employee) that affect scheduling.***

3. Procurement. Commercial air transportation must be arranged IAW par. C2203.
4. Reimbursement. Reimbursement must not exceed the cost of Government-procured transportation between an employee's duty station and the authorized destination as determined in par. C7750-C2.
5. Time Limitation
  - a. Standard Tour: An employee must have served more than 90 days in the R&R location prior to taking the first R&R leave.
  - b. Contingency Tour: An employee must have served at least 60 days in the R&R location prior to taking R&R leave.

E. Charge to Leave. See DOD Civilian Personnel Manual (DOD 1400.25-M) Subchapter 630, Leave, and Subchapter 1260, Home Leave.

F. Travel Authorization/Order. The DD Form 1610 (REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL) is used to authorize R&R transportation. See par. C3150. TDY travel and transportation accommodations regulations also apply to R&R travel. See par. C2204 regarding commercial aircraft use and par. C2203 about arranging official travel.

G. Per Diem. *Per diem is not authorized for R&R travel.*

H. Legal Authority for this Part. 10 USC §1599B; 22 USC §4081(6) and (8).

**\*C7751 IRAQ AND AFGHANISTAN**

\*A. Authorized Transportation. A DOD civilian employee on official duty in Iraq or Afghanistan during fiscal years 2006, 2007 and 2008 is authorized round trip transportation to the designated locations provided in Appendix U. Provisions in Chapter 7, Part O must be applied when requesting and authorizing R&R travel. An employee must be in an approved leave status while traveling to/from Iraq or Afghanistan and during R&R breaks, IAW DOD 1400.25-M.

\*B. Authority. Based on OSD (P&R) memo of 4 May 2007 and under the authority provided by P.L. 109-234 and 22 USC §4081(6), a DOD civilian employee in Iraq or Afghanistan is authorized transportation expenses (but no per diem) associated with R&R as follows.

\*1. Option 1. A employee assigned TDY, TCS, or PCS to Iraq or Afghanistan for 6 or more months, but fewer than 12 months, is eligible for one R&R trip. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the R&R trip.

\*2. Option 2. An employee TDY, TCS, or PCS to Iraq or Afghanistan for at least 12 consecutive months is eligible for three R&R trips within the 12-month service period. The employee must serve a minimum of 60 days in Iraq or Afghanistan to be eligible for the first R&R trip. R&R trips should be taken at reasonable intervals; for example, the first break after 60 days, and subsequent breaks every 50 to 60 days.

\*C. Limitations. Individual R&R trip duration should not exceed the maximum number of calendar days away from the official duty station in Iraq or Afghanistan (including travel time) established in the Civilian Personnel Manual (DOD 1400.25-M) and/or other personnel directives. An employee is expected to return to Iraq or Afghanistan following the R&R leave period or become financially liable for the expense of the R&R trip.

\*D. Retroactive Benefits and Gratuities. Effective for the period June 15, 2006 through September 30, 2008; benefits and gratuities must be granted retroactively for a DOD employee assigned to Iraq or Afghanistan from the effective period specified in the authority, when eligibility criteria are met. Components must review the circumstances of an employee assigned to Iraq or Afghanistan between the effective period (in relation with the dates applicable to each appropriate employee) to determine retroactive eligibility.

**PAGE LEFT BLANK INTENTIONALLY**

**APPENDIX O****TEMPORARY DUTY (TDY) TRAVEL ALLOWANCES**

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>T4000</b>	<b>INTRODUCTION</b>
<b>T4005</b>	<b>APPROPRIATE ACTION FOR FAILURE TO FOLLOW JFTR/JTR REGULATIONS</b>
<b>T4010</b>	<b>REIMBURSEMENT RATE</b>
<b>T4020</b>	<b>TDY TRAVEL POLICY</b> <ul style="list-style-type: none"><li>A. Criteria for TDY Travel</li><li>B. Traveler Rights and Responsibilities</li></ul>
<b>T4025</b>	<b>ARRANGING OFFICIAL TRAVEL</b> <ul style="list-style-type: none"><li>A. CTO Use</li><li>B. Requirements</li><li>C. Foreign Ship or Aircraft Transportation</li><li>D. Transportation Reimbursement</li></ul>
<b>T4030</b>	<b>GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)</b> <ul style="list-style-type: none"><li>A. Type of Travel</li><li>B. Commercial Transportation</li><li>C. Special Conveyances (Includes Aircraft) Reimbursement</li><li>D. Government Transportation</li><li>E. Privately Owned Conveyance</li><li>F. Rest Stops</li><li>G. Insurance Coverage in Foreign Areas</li><li>H. Allowable Travel Days</li><li>I. Authorized Trips Home during Extended Business or Training TDY</li><li>J. Voluntary Return Home during Intervening Weekend/Holidays</li><li>K. Constructed Cost</li><li>L. Travel to and From Transportation Terminals</li></ul>
<b>T4040</b>	<b>LIVING EXPENSES (PER DIEM)</b> <ul style="list-style-type: none"><li>A. Lodging Overnight Required -Business Travel Standards</li><li>B. Lodging Overnight Required - Schoolhouse Training Standards</li><li>C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Ships</li><li>D. Lodging Overnight Not Required</li><li>E. Miscellaneous Expenses</li><li>F. Reimbursement for Travel Expenses at the TDY Location</li></ul>

<b><u>Paragraph</u></b>	<b><u>Title/Contents</u></b>
<b>T4045</b>	<b>TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Inactive Duty Training</li><li>C. Travel for Annual Training (AT)</li><li>D. Per Diem Not Payable</li><li>E. Per Diem</li><li>F. Funeral Honors Duty</li></ul>
<b>T4050</b>	<b>TAKING A TYPICAL BUSINESS TRIP</b> <ul style="list-style-type: none"><li>A. Before the Trip</li><li>B. During the Trip</li><li>C. After the Traveler Returns</li></ul>
<b>T4060</b>	<b>AUTHORIZING OFFICIAL'S RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>A. General</li><li>B. What's Allowable and Not Allowable</li></ul>
<b>T4070</b>	<b>TDY GLOSSARY</b>

For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see Appendix A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

\*L. Travel to and from Transportation Terminals. For transportation to and from transportation terminals see JFTR, pars. U3320, U3410, U3415-D, U3420, and U3430 and JTR, pars. C2101, C2102-F, C2103, C2104, C2105, and C2192.

#### T4040 LIVING EXPENSES (PER DIEM)

The "Lodgings-Plus" computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related expenses (see Appendix G) if the AO authorizes them as appropriate to the mission.

##### A. Lodging Overnight Required - Business Travel Standards

###### 1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Government quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of 'nearby' Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another 'nearby' U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging 'AT' the U.S. Installation at which the member is assigned TDY.*

***NOTE:*** *The member is not required to seek (or check for) Government quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member who is required to check quarters availability on arrival at a U.S. Installation, does so, and is issued non-availability documentation cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.*

c. Civilian Employee

(1) *A civilian employee may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Government quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2) The head of a DOD Component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel authorization/order before travel begins (or part of an authorization/order amendment covering a prospective period after the authorization/order modification), travel authorization/order, modified after the fact, prescribing per diem rates different from those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See ***NOTE 1*** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ( $300\% \times \$110 = \$330 - \$34 = \$296$ ). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized ***only in advance*** by PDTATAC or the Secretary Concerned and for ***only a uniformed member*** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. The traveler is to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

***NOTE 1:*** *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

***NOTE 2:*** *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. **Reimbursement of lodging cost is not authorized when staying with a friend or relative.** A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. **The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.** See GSBCA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

***NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the "friends or relatives" provision does not apply. See GSBCA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA14398.txt>).***

***NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBCA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBCA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA15600.PDF>).***

***NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBCA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBCA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBCA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA16652.PDF>).***

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

- (a) Mortgage interest;
- (b) Property tax; and
- (c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

***NOTE: A member/civilian employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBGA 16699-TRAV, 17 August 2005 (This decision is available at: [http://141.116.74.201/regs/comp-gen-dec/GSBGA\\_16699.htm](http://141.116.74.201/regs/comp-gen-dec/GSBGA_16699.htm)).***

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

<b>Example</b>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the meals and incidentals allowance is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to the traveler. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

***NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not***

*available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.*

\*c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. The Government should not pay for the same meal twice (originally by registration fee, etc., and then again through per diem). A meal that is provided to the traveler for which the Government pays nothing does not affect per diem payment. A meal served on a common carrier is not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free (purchased by the Government) and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

\*d. A meal provided by a friend/relative or a common carrier do not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals. See JFTR, par. U4165, items 2e and 2f (uniformed member) and JTR, pars. C4554-B5 and C4554-B6 (civilian employee) when a charge for meals is added to the lodging cost. Also see JFTR, pars. U4165 and U4167 and JTR, par. C4554-B.

3. **Incidental Expenses (IE).** The traveler is paid an incidental expenses allowance, such as tips and laundry (in some instances), incurred while traveling. This is the IE part of the M&IE. The daily IE in CONUS is \$3.00. The OCONUS daily IE is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

***NOTE 1: Applicable to a civilian employee:***

*a. The cost incurred during TDY/PCS travel (not after arriving at or returning to the PDS) for personal laundry, dry-cleaning, and pressing of clothing is a separately reimbursable travel expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS.*

*b. The cost for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an incidental expense within the per diem authorized for OCONUS travel.*

***NOTE 2: Applicable to a uniformed member:***

*a. The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS.*

*b. The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates authorized for OCONUS travel.*

**B. Lodging Overnight Required - Schoolhouse Training Standards**

1. Schoolhouse training standards are the same as for business travel. However, for training, the training location commander, not the AO, decides if Government quarters use by a uniformed member is directed and if one of the two M&IE rates based on Government mess availability is appropriate. ***Government quarters use and/or Government mess may not be directed for a civilian employee. See par. T4040-A1c.***

2. In some situations, the Secretary Concerned may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, a member receives the incidental expenses amount, a civilian employee receives the incidental expenses amount and reimbursement for the amount paid for food. The prohibition on the meal portion of per diem begins at 0001 on the first full EUM day and ends at 2400 on the last full EUM day. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY aboard Ships. Other reimbursable expenses (par. T4040-F and App. G) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not authorized per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. The phrase 'Personnel traveling together' refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' authorization/order directs no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. ***No per diem is payable when no/limited reimbursement is directed in the authorization/order for personnel traveling together.*** The restriction on paying per diem only includes travel days between duty locations and does not involve allowances for full days at duty locations. The per diem prohibition begins when the member departs the PDS and ends at 2400 of the day the member arrives at the TDY location. The prohibition begins again at 0001 of the departure day from the TDY location until arrival at the PDS. The typical member pays the food cost without operating expense, and a civilian employee pays the food cost and operating expense. A civilian employee is authorized reimbursement of the amount paid for food. ***Directing several personnel to travel together with no/limited reimbursement must never be done simply to save travel funds.***

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. ***Per diem is not payable during field duty.*** The prohibition on per diem begins at 0001 on the first full day of field duty and ends at 2400 on the last full day of field duty. Lodging is provided and the typical member pays some amount for food; a civilian employee also pays for food. A civilian employee is authorized reimbursement of the amount paid for food. When the Secretary Concerned, or Combatant Commander or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable to a member. A civilian employee is authorized reimbursement of the amount paid for food. Each EUM traveler is authorized the incidental expense. See par. T4020-B2.

3. Joint deployments involve the temporary assignment of travelers of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The Combatant or JTF Commander determines the appropriate option and may specify different options for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the Combatant or JTF Commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the Combatant Commander should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The Combatant or JTF Commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary to conduct training. It applies to units only, not to an individual traveler. Table 1 shows the effect of each option on per diem. ***Exception: A traveler receiving the***

*GMR rate while TDY to a JTF Commander’s area of responsibility (AOR), who travels within that AOR, is not traveling for M&IE purposes for par. T4040-A2b (e.g., If a TDY traveler travels from one location in the AOR to another location in the AOR, and the GMR rate applies to both locations, then the GMR applies for that day unless Government meals are not available).* The Combatant or JTF Commander must communicate the TDY option decision (including the appropriate meal rate) to the appropriate Services for inclusion in travel authorizations/orders.

4. TDY aboard Ships

a. No per diem is payable when TDY aboard a U.S. ship since quarters and mess are provided. A civilian employee is reimbursed for the amount paid for food. The prohibition on per diem begins at 0001 on the day after the arrival day on board and ends at 2400 on the day before the departure day from the ship.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial ship and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

<b>JOINT TASK FORCE OPERATIONS TDY OPTIONS</b>			
<b>Table 1. Deployment - Joint Operations TDY Options</b>			
<b>SUBSIST ASHORE</b>			
<b>TDY OPTION</b>	<b>SUBSISTENCE</b>	<b>PER DIEM</b>	<b>REMARKS</b>
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov’t Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov’t Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals ( <b>In AOR only</b> )	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov’t Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov’t Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for Gov’t Meals at Full Meal Rate
<b>SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/</b>			
TDY	Government Lodging and Government Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for authorization/order type and payment guidelines.

***NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.***

D. Lodging Overnight Not Required

1. Transportation

- a. It is mandatory that a traveler arrange transportation through an available CTO, even though overnight lodging is not required.
- \*b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a POC may be used.
- \*c. See JFTR, par. U3320 and JTR, par. C2192 for travel to/from a transportation terminal.
- \*d. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.
- \*e. If the traveler does not travel by POC to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.
- \*f. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work.
- \*g. Commercial transportation expense reimbursement is authorized/ approved **only** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- \*h. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- \*i. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority.***

***NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.***

E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

- 1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.

2. Government vehicle/special conveyance use is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
  - a. Duty sites,
  - b. Lodgings,
  - c. Dining facilities,
  - d. Drugstores,
  - e. Barber shops,
  - f. Places of worship,
  - g. Cleaning establishments, and
  - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

**T4045 TRAVEL ALLOWANCES FOR A RESERVE COMPONENT MEMBER (48 Comp. Gen. 301 (1968))**

A. General. Par. T4045 applies to a Reserve Component member on active/inactive duty under an authorization/order that provides for return home. See par. U7150 for travel of a cadet and midshipman travel, an applicant and Senior Reserve Officers' Training Corps (SROTC) member, Reserve Component member travel for medical and dental care, a Ready Reserve member on muster duty, a retiree called to active duty, active-duty-for-training tours of 140 or more days at one location (except as noted in par. U2146), and active-duty-for-other-than-training for more than 180 days at one location (except as noted in par. T4045-E4).

B. Inactive Duty Training. A Reserve Component member commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of par. T4045-B, *Assigned Unit* is a Reserve Component member's designated post of duty and *TDY Station* is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no authorization for travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.
2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is authorized allowances in pars. T4040 and T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site within the Local Commuting Area. There is no authorization for travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, a member is authorized payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. Per Diem Not Payable. No per diem is payable to:

1. A Reserve Component member at an AT site when both Government quarters and meals are available, but the member is authorized reimbursement for the Government quarters cost. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. A Reserve Component member on active duty without pay;
3. A newly enlisted member undergoing training when both Government quarters and meals are available;
4. A Public Health Service officer called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. A Reserve Component member who commutes daily or the AO determines can commute except for authority under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;
6. a Reserve Component member on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;
7. A Standby Reserve Component member voluntarily performing without pay.

E. Per Diem. When a Reserve Component member is ordered to:

1. Schoolhouse training, par. T4030 applies for transportation and par. T4040-B for per diem;
2. Deploy, to be one of personnel traveling together under an authorization/order directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem for periods under 20 weeks. Par. T4030 applies for transportation;
3. Active-duty-for-training (other than schoolhouse) for fewer than 140 days or active-duty-for-other-than-training for 180 or fewer days, per diem is determined under business travel rules in par. T4040-A, and transportation under par. T4030;
4. Active-duty-for-other-than-training for more than 180 days because of unusual or emergency circumstances or exigencies of the Service and the Secretarial Process authorizes per diem, per diem is determined under the business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation under par. T4030.

F. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member’s residence is authorized travel and transportation allowances as for business travel under pars. T4030 and T4040-A & T4040-D.

<b>SUMMARY OF ALLOWANCES FOR A RESERVE COMPONENT MEMBER</b>		
<b>ACTIVE DUTY WITH PAY 1/</b>		
<b>SITUATION 2/</b>	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Annual training duty 5/	Par. T4030 applies.	Not authorized if Gov’t qtrs 6/ & mess available 7/; else par. T4040 applies.
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP).	Par. T4030 applies.	Not authorized.
Pipeline Student--newly enlisted member undergoing training.	Normally performed as personnel traveling together with no/limited reimbursement (par. T4040-C). If not, may be authorized reimbursement under par. T4030.	Not authorized if Gov’t qtrs & mess available.
Member commutes or AO determines member can commute.	Par. T4030-E applies for one-round trip only provided the place of active duty is outside home’s town/city limits.	Not authorized - payment may be authorized under par. T4040-C if required to remain overnight at place of duty outside home’s town/city limits.
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location.	Par. T4030 applies.	Par. T4040 applies.
Active duty for other than training, required by unusual or emergency circumstances or Service exigencies, for more than 180 days.	Par. T4030 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.	Par. T4040 applies if the Secretarial Process authorizes per diem; otherwise Chapter 5 applies.

<b>ACTIVE DUTY WITHOUT PAY</b>		
	<b>TRANSPORTATION 3/4/</b>	<b>PER DIEM</b>
Others performing duty without pay.	Service discretion to reimburse under par. T4040-C (as for personnel traveling together with no/limited reimbursement) and/or par. T4030-E (reimbursement on mileage basis) none for a Reserve Component Standby Reserve member.	Not authorized except occasional meals and/or quarters may be authorized (see par. T4040-C) for travel days only 8/.

1/ Applies to a Reserve Component member called/ordered to active duty with pay under an authorization/order that provides for return to home or place from which called/ordered to active duty. Includes a retired member called to active duty with or without pay (except for periodic physicals for a member on the TDRL, see JFTR, par. U7250).

2/ Except as noted in JFTR, par. U2146.

3/ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

4/ A Reserve Component member may not be paid for commuting from home to duty - only one round-trip may be paid.

5/ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

6/ Temporary lodging facilities are not Government quarters for purposes of this table.

7/ A Reservist Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

8/ A Reserve Component member on active duty for training not otherwise authorized per diem who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

<b>INACTIVE DUTY TRAINING WITH OR WITHOUT PAY 1/2/3/</b>		
Table 2. TDY Allowances for A Reserve Component Member		
<b>SITUATION</b>	<b>TRANSPORTATION</b>	<b>PER DIEM</b>
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home.	1. May be authorized reimbursement under par. T4040-F. 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.	Not authorized.
Travel from home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to TDY Station.	Par. T4030 applies limited to travel cost from the assigned unit.	Par. T4040 applies.
Travel from a location other than home/assigned unit to alternate site within the local commuting area.	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.	Not authorized.
Reserve Component Standby Reserve member voluntarily performing without pay.	Not authorized.	Not authorized.
<b><i>This Table is for informational purposes only. Allowances are prescribed in par. T4045.</i></b>		

1/ For travel allowance purposes, the assigned unit is the designated post of duty.

2/ TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of par. T4045.

3/ A Reserve Component member on inactive duty for training who is not otherwise authorized per diem and who occupies transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

**T4050 TAKING A TYPICAL BUSINESS TRIP****A. Before the Trip**

1. Getting a Cost Estimate. Each traveler should get a CTO should-cost estimate for the trip. It is the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the allowance maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also must reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. The Travel Packet. The CTO gives the traveler the Trip Record with the confirmed reservations and commercial tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses while Traveling. The CTO must charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit Government travel card; airline tickets in some cases may be charged to a CBA. While on the trip, the traveler should charge other expenses incident to official travel on their individual or unit GTCC whenever possible. For official travel-related expenses that cannot be charged, the traveler can avoid using personal funds by using the individual IBA to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

**B. During the Trip**

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO must update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. The traveler must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

**C. After the Traveler Returns**

- \*1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request:
  - (a) Direct electronic transfer to the Government travel card company of the authorized expenses charged to the IBA with the remainder going to the traveler's personal bank account, or

(b) An electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler must not have to write a check to the Government travel card company for official expenses charged.

2. Getting It Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.
5. Lost/Stolen/Unused Tickets. See JFTR, par. U2515-A and JTR, par. C1320-A. The traveler:
  - a. *Must safeguard tickets, if issued, carefully at all times;*
  - b. Must immediately report a lost or stolen ticket to the issuing CTO;
  - c. Is financially responsible to purchase a replacement ticket;
  - d. Must not be reimbursed for the purchase of a replacement ticket until the Government has received a refund for the lost/stolen ticket;
  - e. Is authorized reimbursement initially only for the first ticket purchased (if the traveler paid for both tickets). If the first ticket is recovered, turned in for refund, and the Government is repaid, reimbursement may then be made for the second ticket, NTE the cost of the first ticket;. and
  - f. Must return unused tickets to the CTO. ***NOTE:** SF-1170, Redemption of Unused Tickets, found at <http://www.gsa.gov>, is usable, if authorized in Service regulations, ICW turning in unused tickets.*

#### T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred ICW that mission. For a civilian traveler, the AO must determine the purpose of the travel (see JTR/JFTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO must have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.

3. Make sure the traveler has access to the unit's travel card if the traveler does not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure the traveler receives adequate reimbursement under policies established in this regulation.

## B. What's Allowable and Not Allowable

### 1. Transportation

a. What an AO may direct. An AO may direct the traveler to use a particular transportation mode, except for private or rental vehicle. Only direct a specific mode when it is essential to mission success.

b. Options on city-pair flight use. See Appendix P. ***NOTE: Regulations applicable to the Contract city-pair Program are found in DOD 4500.9-R, Part I, Chapter 103, pars. A2 and B2 available at: <http://www.transcom.mil/j5/pt/dtr.html>.***

2. Authorizing Business-class Transportation Accommodations. Only the officials listed in JTR, pars. C2204-B2b and C2208-C (trains only), and JFTR, pars. U3125-B2b and U3135-C (trains only) may authorize/approve business-class accommodations use (two-star level or civilian equivalent). Examples of reasons for use of business-class accommodations are found in JTR, par. C2004-B4 and JFTR, par. U3125-B4 (the reason must be recorded on the Trip Record).

### ***NOTE:***

***1. If business-class seating is provided at Government expense, the traveler is not eligible for a rest period upon arrival at the duty site or a rest stop en route – at Government expense.***

***2. Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.***

***3. The 14-hour rule only (in JFTR par. U3125-B4i and JTR, par. C2204-B4i) applies en route to the TDY site. On a return flight to the PDS, a business-class transportation authorization should not be provided.***

***4. When use of business-class accommodations is authorized/approved, use of business-class fares provided under the Contract City-Pair Program is mandatory.***

***5. When scheduling flights of 14 or more hours, the first choice is always to fly the member in economy class and have the member arrive the day before the TDY is to begin to allow for appropriate rest. Second choice always is to fly the member in economy class and arrange an en route rest stop (preferably at a no-cost point allowed by the airline) with arrival on the day TDY starts. The last option, and clearly the most expensive option which should be avoided whenever possible, is to permit the member to travel in Government-funded business accommodations with arrival on the day the TDY starts.***

***NOTE: Title 49 USC §40118(d) permits the Secretary of State and the Administrator of AID to authorize their employees to travel by foreign air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to a Uniformed Service member (The Army, Navy, Air Force, Marine Corps, Coast Guard, NOAA, PHS), a DOD civilian employee, or their dependents. A Uniformed Service member, a DOD civilian employee, and their dependents are required to use available U.S. flag carriers for all commercial foreign air transportation as indicated in par. T4060.***

3. Using U.S.-certificated Carriers. Available U.S.-certificated air carriers must be used for all commercial foreign air transportation of persons/property when the U.S. Government funds the air travel (49 USC §40118 and B-138942, 31 March 1981). See JFTR, par. U3125-C and JTR, par. C2204-B. *U.S.-certificated carriers are not “available” if:*

- a. Use of a U.S.-certificated air carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- b. Use of a U.S.-certificated air carrier would require the traveler to wait four hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- c. Use of a non-U.S.-certificated air carrier would eliminate two or more aircraft changes en route on a trip between points in foreign areas (i.e., the travel is not through the U.S. or a non-foreign OCONUS location);
- d. The elapsed travel time by a non-U.S.-certificated air carrier is three hours or less and travel by a U.S.-certificated air carrier would be at least twice the time;
- e. The travel can only be financed with excess foreign currency and available U.S.-certificated air carriers do not accept the currency;
- f. Only first class accommodations are available on a U.S.-certificated air carrier while less-than-first-class accommodations are available on a non-U.S.-certificated air carrier; or
- g. Air transportation on a non-U.S.-certificated air carrier is paid in full directly, or later reimbursed, by a foreign government (e.g., under Foreign Military Sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), an international agency, or other organization. (B-138942, 31 March 1981 and 57 Comp. Gen. 546 (1978)); ***NOTE: See the Security Assistance Management Manual, Chapter 4, par. C4.5.12 of the DOD 5105.38-M, when travel is on Security Assistance Business.***

***NOTE 1: The ‘Fly America Act’ does not require travel across the CONUS when traveling between two OCONUS locations (e.g., Travel from Europe may be routed in an easterly direction to Asia instead of west via CONUS. When it is determined that a U.S.-certificated air carrier is or was not reasonably available for the most direct route between two OCONUS locations, use of a non-U.S.-certificated air carrier may be authorized/approved (adopted from GSBCE 16632-RELO, 15 July 2005)).***

***NOTE 2: When using code share flights involving U.S.-certificated air carriers and non-U.S.-certificated air carriers, the flight number of the U.S.-certificated air carrier must be used on the ticket. If the flight number of the non-U.S.-certificated air carrier is used on the ticket, the ticket is a non-U.S.-certificated air carrier and a non-availability of U.S.-certificated air carrier document is needed.***

4. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. ***However, contract fare travel must not be used for personal travel. See JFTR, par. U3145-C, item 12, and JTR, par. C2002-C, item 12.*** The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For a civilian traveler, JTR, par. C4563-C applies. A member is not authorized per diem on any day leave is charged. Do not permit a TDY trip that is an excuse for personal travel.

## 5. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it is consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement must be based on the locality rate, or AEA if appropriate, for the en route TDY site.

6. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

7. Authorized Trips Home during Extended Business TDY. *The AO may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses.* The AO must determine that savings outweigh the periodic return travel costs. The TDY assignment length and purpose, return travel distance, increased member or employee efficiency and productivity, and reduced recruitment and retention costs are to be considered. *An analysis must be conducted at least every other year.* The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For a civilian employee, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business or training TDY.

8. Phone Calls to Home or Family during TDY. The AO may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The AO may approve charges after the TDY when appropriate (GSBCA 1455-TRAV, 18 August 1998).

9. Travel Expense Report. The Trip Record contains the expense report. The AO must review the amounts claimed on their traveler's expense report as soon after receiving it as possible. The AO's signature on the expense report certifies that the travel was taken, the charges are reasonable, the phone calls authorized for reimbursement are in the Government's best interest, and approves the payment of the authorized expenses. Expense reports are subject to random selection for examination based on financial management directives.

10. TDY from Leave. An AO may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

11. Shipment or Storage of HHG. An AO may authorize shipment of unaccompanied baggage for an employee (JTR, par. C2309), or a small amount of HHG for a member (JFTR, par. U4705) to the TDY point. Also, the AO may authorize storage of HHG for a member when appropriate. For example, storage may be authorized during a deployment. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H.

12. Lower or No Per Diem Rates. There may be situations in which the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club at which the meal cost is only a fraction of the full M&IE. In these cases, an AO may recommend payment of lower or no per diem to the Service PoC listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. *Lower per diem rates can only be established before travel begins.* See par. T4040-A1c(2) for more on reduced per diem for a civilian employee.

13. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies. See par. T4030-H. However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, an AO should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

14. TDY within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. Under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. To a uniformed member escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the PMR (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

15. TDY aboard Ships. Normally, a TDY traveler aboard a ship is fed without charge making the traveler ineligible for per diem. However, a TDY traveler aboard a non-U.S. government ship may be charged for meals. In this situation, an AO can determine a per diem rate to cover the food cost. This should not be confused with an officer paying for meals in the same manner as a ship's company officer.

16. Additional Allowable Travel Expenses for an Employee with a Disability. An AO may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 7, Part J, for specifics.

17. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, an AO may authorize reimbursement of those expenses.

18. TDY and Reserve Component Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 consecutive days at any one location, unless a Service or Agency Headquarters, or the Commander/Deputy Commander of a Combatant Command, approves an extension. See JFTR/JTR, Introductions for the Service points of contact. ***A civilian employee should see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.*** A school of at least 140 days duration is a PCS for a uniformed member (except as noted in JFTR, pars. U1036 or U2146).
- b. For a Reserve Component member, if active duty for training is fewer than 140 days, or fewer than 180 days for other than training duty at any one location, travel and transportation allowances are payable as for TDY. When a Reserve Component member is called to active-duty-for-training for 140 or more days, or more than 180 days for active-duty-for-other-than-training at one location, travel and transportation allowances are payable under JFTR, Chapter 5, as for PCS for a Reserve Component member unless the call to active-duty-for-other-than-training is because of unusual or emergency circumstances or exigencies of the Service Concerned and the Secretarial Process authorized per diem.

19. Movement of an Employee’s Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are IAW JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C5050.

20. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a TCS. The employee (but not a member) is authorized limited PCS allowances rather than TDY allowances. See JTR, Chapter 5, Part O.

21. Termination of Per Diem when Traveler Dies while on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

22. Per Diem when TDY or PDS Location Is a Reservation, Station, Other Established Area or Established Large Reservation Subdivision. When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai’i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables (<http://pwerdiem.hqda.pentagon.mil/perdiem/pdrates.html>), the per diem rate is the rate applicable to the location of the front gate for the reservation, station or other established area.

**T4070 TDY GLOSSARY**

**Authorize.** The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Appendix with “approve.”

**Government travel card.** This is the Government-sponsored contractor issued travel charge card.

**Group movement.** A movement of 2 or more official travelers traveling as a group, under the same authorization/order (either PCS or TDY), for which transportation is Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the authorization/order. ***NOTE: Personnel traveling together under an authorization/order directing no/limited reimbursement may travel between any points en route, provided that the authorization/order specifically indicates the points between which the status applies.***

**Must, Shall, Should, May, Can, Will.** The following definitions from DOD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time

**Temporary Duty (TDY) Travel.** Official travel of a temporary duration away from the traveler's PDS. There are three types of TDY travel with different allowances:

**Business Travel.** Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

**Schoolhouse Training Travel.** Travel ICW TDY attendance at formal course(s) of instruction by a civilian employee or a uniformed member (other than a uniformed member who has not yet reached the first PDS).

**Deployment, Personnel Traveling Together Under An Authorization/Order Directing No/Limited Reimbursement, and Unit Travel.** Includes a unit traveling in support of a combat mission, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under an authorization/order directing no/limited reimbursement.

**Trip Record.** This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns. This is also called an authorization/order.

### Activities Authorized To Use Appendix O

**NOTE:** Use of Appendix O is mandatory for those locations at which DTS has been fielded. Use of Appendix O is authorized for locations listed below and at which DTS-Limited software with computation module is used, and at USAFE locations where the Federal Automated System for Travel (FAST) software is used to transition to DTS-Limited.

1. Authorization to begin testing using simplified allowances was never issued.
2. This includes TDY travel by, on behalf of, and/or processed by the NSA.

<b>DOD Component</b>	<b>Organization/Location</b>	<b>Effective Date</b>
<b>U.S. Army</b>	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community comprised of Boblinger, Echterdingen, Mohringen, Stuttgart, and Vaihingen, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes Corps of Engineers Waterways Experiment Station, Vicksburg, MS)	May 1, 1996
	Selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Never Initiated [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
<b>U.S. Navy</b>	USS Eisenhower <i>Discontinued</i>	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI <i>Discontinued</i>	June 20, 1996 March 31, 1997
<b>U.S. Marine Corps</b>	Marine Corps Air Station, Beaufort, SC	Never Initiated [1]
	Marine Corps Air Station, New River, NC	Never Initiated [1]
	Marine Corps Air Station, Cherry Point, NC	Never Initiated [1]
	Marine Forces Reserve, New Orleans, LA	Never Initiated [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Never Initiated [1]
	Marine Corps Recruit Depot, Parris Island, SC	Never Initiated [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Never Initiated [1]
Sixth Marine Corps District, Atlanta, GA	Never Initiated [1]	

<b>DOD Component</b>	<b>Organization/Location</b>	<b>Effective Date</b>
<b>U.S. Air Force</b>	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
<b>Washington Headquarters Services</b>	Designated organizations	April 1, 1997
<b>Defense Commissary Agency (DeCa)</b>	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
<b>Defense Finance and Accounting Service (DFAS)</b>	Kansas City Center, Kansas City, MO (Discontinued)	May 1, 1996 March 31, 1997
<b>Defense Logistics Agency (DLA)</b>	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
<b>National Geospatial-Intelligence Agency (NGA) (formerly NIMA)</b>	Multiple locations - all NGA components	May 1, 1996
<b>National Security Agency (NSA) [2]</b>	Fort Meade, MD	March 1, 1996
<b>Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)</b>	Dulles, VA	June 1, 1996
<b>Organization of the Joint Chiefs of Staff</b>	Washington, DC	May 1, 1996
<b>Defense Information Systems Agency</b>	Washington, DC	June 16, 1997
<b>Missile Defense Agency (formerly Ballistic Missile Defense Organization)</b>	Washington, DC	July 15, 1997

## APPENDIX S

## AUTHORIZED FEML LOCATIONS/DESTINATIONS

A. Authorized Personnel. The FEML locations in the table below are authorized for a:

1. Member and command-sponsored dependent; and
2. DOD civilian employee and dependent (*effective 2 Nov 2002*),

permanently assigned to the location.

B. Unauthorized Personnel. JFTR/JTR contents *do not apply to contractors or their employees* at FEML locations.

C. Authorization Period. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). See JFTR, par. U7207-D2 (uniformed member) and JTR, par. C7700-D2 (DOD civilian employee).

D. Immediate Changes. Changes made to the list, but not in print, may be found at <http://www.perdiem.osd.mil/regchgs.htm>.

E. Authorized FEML Locations/Destinations

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Albania, Tirana	European	Frankfurt	<i>30 Nov 2007</i>
Algeria, Algiers ( <i>eff 5 Mar 2007</i> )	European	Frankfurt	28 Feb 2009
Angola, Luanda	European	Frankfurt	<i>30 Nov 2007</i>
Argentina, Buenos Aires	Southern	Miami	30 Apr 2009
Armenia, Yerevan	European	Frankfurt	<i>31 Jul 2007</i>
Australia, Alice Springs	Pacific	Honolulu	31 Oct 2008
Australia, Learmouth (incl. Exmouth)	Pacific	Perth	31 Oct 2008
Azerbaijan, Baku	European	Frankfurt	<i>31 Oct 2007</i>
Bahrain	Central	Baltimore	31 Mar 2008
Bangladesh, Dhaka	Pacific	Honolulu	31 Oct 2008
Barbados, Bridgetown	Southern	Miami	30 Apr 2009
Belarus, Minsk	European	Frankfurt	31 Jul 2009
Belize, Belmopan	Southern	Miami	30 Apr 2009
Bolivia, La Paz	Southern	Miami	30 Apr 2009
Bosnia, Sarajevo	European	Frankfurt	31 Jul 2009
Botswana, Gaborone	European	Frankfurt	31 Jul 2009
Brazil, Brasilia,	Southern	Miami	30 Apr 2009
Brazil, Rio de Janeiro	Southern	Miami	30 Apr 2009
Brazil, Sao Paulo	Southern	Miami	30 Apr 2009
Bulgaria, Sofia	European	Frankfurt	<i>31 Oct 2007</i>

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Burma, Rangoon	Pacific	Honolulu	31 Oct 2008
Burundi, Bujumbura	European	Frankfurt	30 Nov 2008
Cambodia, Phnom Penh	Pacific	Honolulu	31 Oct 2008
Cameroon, Yaounde	European	Frankfurt	31 Jul 2009
Chad, N'djamena	European	Frankfurt	31 Jul 2009
Chile, Santiago	Southern	Miami	30 Apr 2009
China, Beijing	Pacific	Honolulu	31 Oct 2008
Colombia, Bogata	Southern	Miami	30 Apr 2009
Cote D'Ivoire, (formerly Ivory Coast), Abidjan	European	Frankfurt	<b>31 Jul 2007</b>
Costa Rica, San Jose	Southern	Miami	30 Apr 2009
Croatia, Zagreb	European	Frankfurt	<b>31 Jan 2008</b>
Cuba, Guantanamo Bay	Southern	Jacksonville	30 Apr 2009
Cuba, Havana ( <i>for USCG uniformed members only</i> )	USCG	Miami	<b>31 Dec 2007</b>
Cyprus, Nicosia	European	Frankfurt	<b>31 Jul 2007</b>
Democratic Republic of Congo, Kinshasa	European	Frankfurt	31 Jul 2009
Djibouti	Central	Baltimore	31 Mar 2008
Dominican Republic, Santo Domingo	Southern	Miami	30 Apr 2009
Ecuador, Quito	Southern	Miami	30 Apr 2009
Egypt	Central	Baltimore	31 Mar 2008
El Salvador, San Salvador	Southern	Miami	30 Apr 2009
Eritrea, Asmara	Central	Baltimore	31 Mar 2008
Estonia, Tallinn	European	Frankfurt	31 Jul 2009
Ethiopia, Addis Ababa	Central	Baltimore	31 Mar 2008
Fiji, Suva	Pacific	Honolulu	31 Oct 2008
Gabon, Libreville	European	Paris	31 Jul 2009
Georgia, Tbilisi	European	Frankfurt	<b>31 Oct 2007</b>
Ghana, Accra	European	Frankfurt	<b>31 Jul 2007</b>
Greece, Athens	European	Frankfurt	31 Jul 2009
Greece, Larissa	European	Frankfurt	<b>31 Jul 2007</b>
Greenland, Thule 1/	European	Baltimore	31 Oct 2008
Guatemala, Guatemala City	Southern	Miami	30 Apr 2009
Guinea, Conakry	European	Paris/Frankfurt	31 Jul 2009
Guyana, Georgetown	Southern	Miami	30 Apr 2009
Haiti, Port au Prince	Southern	Miami	30 Apr 2009
Honduras, Tegucigalpa	Southern	Miami	30 Apr 2009
Hong Kong	Pacific	Los Angeles	31 Oct 2008

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Iceland	European	Frankfurt	<b>30 Sep 2007</b>
India, New Delhi	Pacific	Honolulu	31 Oct 2008
Indonesia, Jakarta	Pacific	Honolulu	31 Oct 2008
Israel, Tel Aviv	European	Frankfurt	<b>31 Jul 2007</b>
Ivory Coast, (See Cote D'Ivoire)			
Jamaica, Kingston	Southern	Miami	30 Apr 2009
Jordan	Central	Baltimore	31 Mar 2008
Kazakhstan, Almaty	Central	Baltimore	31 Mar 2008
Kenya	Central	Baltimore	31 Mar 2008
Kuwait	Central	Baltimore	31 Mar 2008
Kyrgyzstan, Bishkek	Central	Baltimore	31 Mar 2008
Laos, Vientiane	Joint POW/MIA	Honolulu	<b>31 Oct 2006</b>
Latvia, Riga	European	Frankfurt	31 Jul 2009
Lebanon, Beirut	Central	Baltimore	31 Mar 2008
Libya, Tripoli ( <i>eff 4 Apr 2007</i> )	European	Frankfurt	31 Mar 2009
Lithuania, Vilnius	European	Frankfurt	31 Jul 2009
Macedonia, The Former Yugoslavia Republic of Macedonia, Skopje	European	Frankfurt	31 Jul 2009
Madagascar, Antananarivo	Pacific	Frankfurt	31 Oct 2008
Malaysia, Kuala Lumpur	Pacific	Sydney	31 Oct 2008
Mauritania, Nouakchott (eff 28 Apr 2005)	European	Frankfurt	31 Mar 2009
Mali, Bamako	European	Frankfurt	31 Jul 2009
Mexico, Mexico City	Northern	San Antonio	31 Aug 2008
Moldova, Chisnau	European	Frankfurt	31 Jul 2009
Mongolia, Ulaanbaatar	Pacific	San Francisco	31 Oct 2008
Morocco, Rabat	European	Frankfurt	31 Jul 2009
Mozambique, Maputo	European	Frankfurt	<b>31 Jul 2007</b>
Namibia, Windhoek	European	Frankfurt	<b>31 Oct 2007</b>
Nepal, Katmandu	Pacific	Honolulu	31 Oct 2008
Nicaragua, Managua	Southern	Miami	30 Apr 2009
Niger, Niamey	European	Frankfurt	31 Jul 2009
Nigeria, Abuja	European	Frankfurt	<b>31 Oct 2007</b>
Nigeria, Lagos	European	Frankfurt	<b>31 Oct 2007</b>
Oman	Central	Baltimore	31 Mar 2008
Pakistan	Central	Baltimore	31 Mar 2008
Panama, Panama City	Southern	Miami	30 Apr 2009
Paraguay, Asuncion	Southern	Miami	30 Apr 2009

Authorized FEML Location	Command Region	Authorized Destination	Re-certification Due Date
Peru, Lima	Southern	Miami	30 Apr 2009
Philippines, Manila	Pacific	Honolulu	31 Oct 2008
Poland, Warsaw	European	Frankfurt	<b>31 Oct 2007</b>
Qatar	Central	Baltimore	31 Mar 2008
Romania, Bucharest	European	Frankfurt	31 Jul 2009
Russia, Moscow	European	Frankfurt	31 Jul 2009
Rwanda, Kigali	European	Frankfurt	31 Jul 2009
Saudi Arabia	Central	Baltimore	31 Mar 2008
Senegal, Dakar	European	Frankfurt	31 Jul 2009
Serbia and Montenegro, Belgrade	European	Frankfurt	<b>30 Nov 2007</b>
Singapore	Pacific	Honolulu	31 Oct 2008
South Africa, Pretoria	European	Frankfurt	31 Jul 2009
Sri Lanka, Columbo	Pacific	Frankfurt	31 Oct 2008
Suriname, Paramaribo	Southern	Miami	30 Apr 2009
Syria, Damascus	Central	Baltimore	31 Oct 2008
Taiwan, Taipei	Pacific	Sydney	31 Oct 2008
Tajikistan	Central	Baltimore	30 Sep 2008
Tanzania, Dar Es Salaam	European	Frankfurt	<b>31 Oct 2007</b>
Thailand, Bangkok	Pacific	Honolulu	31 Oct 2008
Thailand, Chiang Mai	Pacific	Honolulu	31 Oct 2008
Trinidad and Tobago, Port of Spain	Southern	Miami	30 Apr 2009
Tunisia, Tunis	European	Frankfurt	31 Jul 2009
Turkey, Ankara	European	Frankfurt	31 Jul 2009
Turkmenistan, Ashgabat	Central	Baltimore	31 Mar 2008
Uganda, Kampala	European	Frankfurt	31 Jul 2009
Ukraine, Kiev	European	Frankfurt	31 Jul 2009
United Arab Emirates	Central	Baltimore	31 Mar 2008
Uruguay, Montevideo	Southern	Miami	30 Apr 2009
Uzbekistan, Tashkent	Central	Baltimore	31 Mar 2008
Venezuela, Caracas	Southern	Miami	30 Apr 2009
Vietnam, Hanoi	Pacific	Honolulu	31 Oct 2008
Yemen	Central	Baltimore	31 Mar 2008
Zambia, Lusaka	European	Frankfurt	31 Jul 2009
Zimbabwe, Harare	European	Frankfurt	31 Jul 2009

1/ Exception to the 24-month tour requirement approved by ASD (FMP) memo dated 18 Mar 2002.